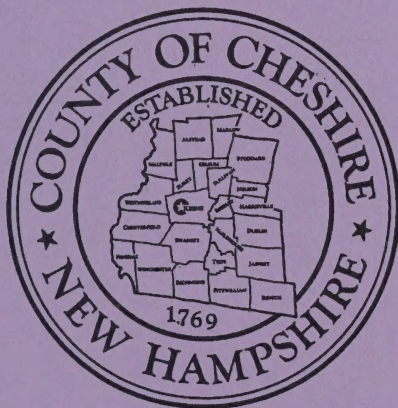


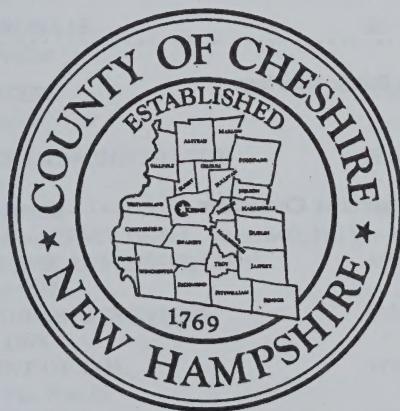
REPORT  
OF THE  
COUNTY COMMISSIONERS  
COUNTY TREASURER  
AND OTHER  
OFFICERS OF CHESHIRE COUNTY  
NEW HAMPSHIRE  
For the year ending December 31, 2001



Keene Sentinel Print Shop  
Keene, NH  
Printed in 2002



**REPORT  
OF THE  
COUNTY COMMISSIONERS  
COUNTY TREASURER  
AND OTHER  
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NEW HAMPSHIRE  
For the year ending December 31, 2001**



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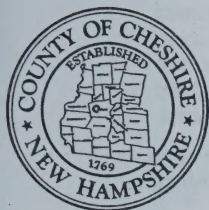
## CHESHIRE COUNTY OFFICERS

<b>COMMISSIONERS</b>	<b>352-8215</b>
Gregory T. Martin, Chairman	
Peter B. Davis, Vice Chairman	
Margaret Lynott, Clerk	
<b>COUNTY ADMINISTRATOR</b>	<b>352-8215</b>
John Wozmak	
<b>TREASURER</b>	<b>357-4575</b>
Ellen DeYoung	
<b>COUNTY ATTORNEY</b>	<b>352-0056</b>
Peter Heed	
<b>ASSISTANT COUNTY ATTORNEYS</b>	<b>352-0056</b>
William M. Albrecht, IV; William W. Cleary, Kathleen G. O'Reilly	
<b>SHERIFF</b>	<b>352-4238</b>
Richard Foote	
<b>CLERK OF SUPERIOR COURT</b>	<b>352-6902</b>
Barbara Hogan	
<b>REGISTER OF PROBATE</b>	<b>357-7786</b>
Elizabeth Minkler	
<b>REGISTER OF DEEDS</b>	<b>352-0403</b>
Evelyn S. Hubal	
<b>HUMAN SERVICES ADMINISTRATOR</b>	<b>357-4988</b>
Mimi Barber	
<b>MEDICAL EXAMINER</b>	<b>352-5000</b>
James L. Ballou, III MD; Barry L. Stern, MD; Hal Brown, ME; Cheryl Pinney, ME	
<b>MAPLEWOOD HOME ADMINISTRATOR</b>	<b>399-4912</b>
James Beeler, NHA	
<b>DIRECTOR OF NURSING SERVICES</b>	<b>399-4912</b>
Lisa Kemp, DNS	
<b>SUPERINTENDENT OF JAIL</b>	<b>399-7794</b>
Richard N. Van Wickler	
<b>DIRECTOR OF FINANCE</b>	<b>355-3036</b>
Sheryl Trombly	
<b>FACILITIES MANAGER</b>	<b>399-7300</b>
Barry King	
<b>FARM MANAGER</b>	<b>399-7347</b>
Dave Putnam	
<b>COMPUTER OPERATIONS</b>	<b>355-3034</b>
Wendy Putnam	

# CHESHIRE COUNTY DELEGATION 2002

<b>District 1</b>		
	Paul McGuirk, P.O. Box 535, Walpole 03608	756-2864
<b>District 2</b>		
	Robert Batchelder, P.O. Box 61, Marlow 03456	446-7443
	John M. Pratt, P.O. Box 726, Walpole 03608	756-9528
<b>District 3</b>		
	McKim Mitchell, P.O. Box 6, Chesterfield 03447-0006	363-8159
<b>District 4</b>		
	William Roberts, 183 Tower Hill Road, Hinsdale 03451	336-5462
<b>District 5</b>		
	Irene A. Pratt, 66 Clark Road, Winchester 03470-2201	239-4597
<b>District 6</b>		
	Edwin O. Smith, P.O. Box 26, Hinsdale 03451	239-8822
<b>District 7</b>		
	Peter H. Allen, 25 Seaver Rd, Chesham, NH 03450	827-5530
<b>District 8</b>		
	Stephen Avery, P.O. Box 495, Dublin 03444	563-8801
	Daniel Burnham, P.O. Box 496, Dublin 03444	563-8629
<b>District 9</b>		
	Joseph P. Manning, 9 Bradley Court, Jaffrey 03452	532-8083
	H. Charles Royce, 296 Mountain Road, Jaffrey 03452	532-8023
<b>District 10</b>		
	John B. Hunt, 79 Sunridge Road, Rindge 03461	899-6000
<b>District 11</b>		
	Judson K. Dexter, 64 Ash Hill Road, W. Swanzey, NH 03469	352-1184
	George J. Liebl, 12 Centerview Circle, Swanzey 03446	352-3469
<b>District 12</b>		
	Barbara H. Richardson, 101 Morgan Road, Richmond 03470	239-8346
<b>District 13</b>		
	Susan Emerson, 571 Route 119, Rindge, NH 03461	899-6529
<b>District 14</b>		
	Benjamin DePecol, 74 Kelleher Street Apt. 6, Keene 03431	357-0638
<b>District 15</b>		
	Pamela Slack, 260 Beaver Street, Keene 03431	358-5132
<b>District 16</b>		
	David R. Meader, P.O. Box 1030, Keene 03431	352-0977
<b>District 17</b>		
	Roger Zerba, 340 Pako Avenue, Keene 03431	352-7188
<b>District 18</b>		
	Fairbanks, Chandler, POB 1331, Keene, NH 03431	357-1883
<b>District 19</b>		
	Dana A. Edwards, 38 Liberty Lane, Keene, NH 03431	W-357-2832
	Peter S. Espieffs, 29 Middle Street, Keene, NH 03431	W-352-2770
		H-358-6608
	Charles Weed, 28 Damon Ct., Keene, 03431	352-8309
		H-352-9582





# County of Cheshire

## Cheshire County Commissioners Annual Report 2001

Area Code 603  
TTY Available

ADMINISTRATION  
33 West Street  
Keene, NH 03431

Commissioners  
352-8215  
355-3026 FAX

Finance Department  
355-0154  
355-3000 FAX

Registry of Deeds  
352-0403  
352-7678 FAX

Human Services  
357-4988  
355-3026 FAX

Maintenance  
355-3024  
355-0150 FAX

COURT HOUSE  
12 Court Street  
Keene, NH 03431

County Attorney  
352-0056  
355-3012 FAX

County Sheriff  
352-4238  
355-3020 FAX

MAPLEWOOD  
201 River Road  
Westmoreland,  
NH 03467  
399-4912  
399-7005 FAX

HOUSE OF  
CORRECTION  
160 River Road  
Westmoreland,  
NH 03467  
399-7794  
399-8334 FAX

The Commissioners began 2001 with certain major goals in mind. As a Board, we were determined to establish a mission statement and a long term plan for the County. Second, we sought to become even more accessible to the public and city and town officials for whom we serve. In undertaking the achievement of the first goal, the Commissioners met, discussed, and finally issued a document in September 2001, stating a mission and outlining an infrastructure plan for the foreseeable future. Within that long-term plan, we first resolved to address the long-term space needs of the County Jail and House of Correction located in Westmoreland. We also committed the County to keeping a presence in downtown Keene and immediately addressing any space needs we may have at the Keene campus. Those were the two highest priorities in the long-term plan.

In furtherance of these long-term planning priorities, the County engaged the services of the firm of Liebert & Associates to direct the planning process for addressing the capacity and programmatic needs of the House of Correction. Those plans are essentially on target for a presentation to the County delegation the early Summer 2002. The County also acquired the former Latchis building in downtown Keene at the end of the year for the possible purpose of addressing the downtown campus space issues. Weller & Michal Architects have been engaged to conduct a space needs assessment of the downtown facilities. This planning project has continued into the new year.

With respect to the second major goal of improved accessibility, the Commissioners contacted every town and the City of Keene in an effort to bring the meetings of the Commissioners directly to those officials who are in charge of municipal affairs. The Commissioners met in Winchester, Rindge, Walpole and Fitzwilliam as part of this ongoing effort. The Commissioners also attended a Westmoreland selectmen's meeting and addressed questions from the selectmen and the townspeople about the Cheshire County House of Corrections.

We initiated a pilot program providing alternative sentencing options for offenders who previously would have been sent to jail. This program has been well received with approximately 15 persons in the alternative sentencing program and approximately one dozen on electronic monitoring.

The County continues to benefit from the new lighting at the courthouse and we have expanded our efforts to replace inefficient lighting at the administrative building, the nursing home, and the house of corrections.

The Commissioners continued our work with Town of Jaffrey and State of New Hampshire officials to build a new district courthouse in Jaffrey. We sponsored successful Community Development Block Grant applications for a weatherization program through Southwestern Community Services and the rehabilitation of two historic buildings by the Keene Housing Authority.

We approved the creation of a recycling program at the downtown campus, initiated by our Executive Assistant, Terry Warren, which by the end of the year had diverted over 6 tons of paper from the landfill.

The Commissioners would like to give a special thank you to the Town of Westmoreland selectmen and the Westmoreland Fire Department who responded to promptly to the needs of the county facilities located in Westmoreland when a train derailment occurred on the Vermont side of the Connecticut River upstream and threatened to contaminate the county's water supply. The Town has always responded when necessary, but it went above and beyond the call of the duty in this special instance.

Respectfully submitted,

*Gregory T. Martin*, Chair



## **CHESHIRE COUNTY ATTORNEY ANNUAL REPORT**

My first full year as Cheshire County Attorney has been a rewarding and satisfying one, but it has also been a year of challenges. It is my honor and privilege to submit the report of the Cheshire County Attorney's Office for the year ending December 31, 2001.

The primary function of the County Attorney's Office is to prosecute felony cases in the Cheshire County Superior Court. We also prosecute misdemeanor cases of significance, either in the first instance or as appeals from one of the two District Courts in this county (Keene District Court and Jaffrey-Peterborough District Court). We also try to assist the County Commissioners and other agency heads in handling routine legal matters.

Whenever possible, my office will also provide assistance to local police departments with district court misdemeanor prosecutions, especially where the legal issues are complex or there are other circumstances warranting our involvement. Unfortunately, this office's case load in Superior Court and other demands do not allow us to provide this kind of service on a regular basis.

A number of local towns have now hired regional prosecutors, to handle many of their own misdemeanor cases in the District Courts. A significant number of these cases end up in the County Attorney's office as appeals to Superior Court. This office provides assistance to the regional prosecutors with the handling of certain cases and consulting with respect to complex legal issues. I have taken the position that a high level of communication and cooperation between this office and the regional prosecutors is essential to the efficient handling of both misdemeanor and felony cases that proceed through our court systems. I am pleased to report that the relationship between this office and the regional prosecutors is a positive one, and that I am pleased with everyone's level of commitment and cooperation with a view toward efficient prosecution.

All Attorney's in this office are prepared to assist local law enforcement personnel in such matters as the preparation of search warrants and the drafting of complaints. Local police departments also look to this office for guidance with respect to the creation and implementation of various policies related to our mutual law enforcement responsibilities.

A major responsibility of this office is to pursue involuntary commitments before the Cheshire County Probate Court. These cases normally involve individuals who have exhibited behavior dangerous to the community, but who have been adjudged to be incompetent to stand trial. In such cases, this office seeks to marshal the evidence which will demonstrate to the Probate Court that the individual in question is not only suffering from a significant mental illness, but is clearly dangerous to himself or others, such that an involuntary commitment of substantial length to the Secure Psychiatric Unit and/or the New Hampshire Hospital is required.

I want to take note that there has been a significant increase in the number of involuntary commitments pursued by this office in the last year. In the past, it would be unusual for more than one of these involuntary commitment cases to occur in any given year. However, during 2001 our office has been involved in at least five involuntary commitment procedures, all of which have resulted in findings by the Probate Court resulting in the commitment of these individuals to the Secure Psychiatric Unit and/or the New Hampshire State Hospital. It is impossible to know why we have experienced such an increase in cases involving people who have been adjudged to be incompetent to stand trial. It does strike me that our court system seems to encounter increasing numbers of people with serious mental illness who are also a danger to themselves or others.

My office also handles Violations of Probation for the Department of Corrections, and we occasionally represent prosecutors' offices in other states when they need to obtain a witness who is a New Hampshire resident, or has some other reason to require involvement of the New Hampshire Courts. Additionally, we will handle cases from other county's, where the County Attorney involved has a conflict. The other county's reciprocate when conflicts arise in this office.

Our county is fortunate to have three dedicated and experienced assistant county attorneys- Bill Albrecht, Kathleen O'Reilly and Bill Cleary. All are attorneys with significant legal experience and background. Bill Cleary was hired approximately 2 years ago, pursuant to a grant, with the hope of providing a presence and emphasis on domestic violence crime prosecution in the district courts. I am pleased to report that Bill's impact on the prosecution of domestic violence cases, both in the district and superior courts, has been substantial and greatly appreciated by local police departments and Women's Crisis Services. During the last year alone Bill has prosecuted over 100 cases of domestic violence, nearly all resulting in satisfactory resolutions. However, he is also needed for the ever-increasing felony caseload in Superior Court.



Our office is also staffed with two administrative assistants, Laurie Burt and Julie Frink. Although both of these administrative assistants are fairly new to the office, they each have a strong background of legal experience or experience in the criminal justice system. Laurie spent many years as the most experienced assistant clerk with the Cheshire County Superior Court. Julie Frink comes to us from the Cheshire County House of Correction where she gained experience in a number of differing roles involving the criminal justice system.

A sixth member of the office is Lyndi Horn, the lead Victim/Witness Coordinator for the office. Lyndi's job is to stay in contact with victim's of crime, particularly victims of physical and sexual assault, and to make them aware of the various rights accorded victims in the State of New Hampshire. Lyndi deals primarily with victims of serious felony cases, and she is particularly effective in her role as Victim/Witness Coordinator. Lyndi has also taken on new and additional responsibilities of assisting with trial preparation of major felony cases involving victim-oriented factual backgrounds.

A tremendous addition to our office has been Sarah Hoskins, who now works as a Victim/Witness Coordinator concentrating on cases of domestic violence in the district courts. Sarah came to our office originally through Ameri Corp, and has now come on board as a full time victim/witness coordinator. Sarah provides support to victims and witnesses of domestic and sexual violence, specifically assisting Bill Cleary and other Cheshire County Police Departments with their domestic violence cases. Sarah has gained a huge amount of knowledge in a short period of time, and she is particularly effective in working with both victim's and witnesses of domestic violence.

During my first year as Cheshire County Attorney I have established policies encouraging our prosecutors to take a more proactive role in the prosecution of felonies and serious misdemeanors cases which come to the attention of this office. I have also sought to increase the level of communication with all law enforcement agencies, and I am pleased to report that we are seeing significant positive results from these efforts.

In tracking the cases that have come through our office, it is clear that there has been a striking increase in the number of cases we have been called upon to handle. As you will see from the chart below, the new cases that have come through the Superior Court during 2001 were 1,704 compared to 1,121 in 2000. Likewise, the number of cases disposed of in Superior Court during 2001 was 1,643, compared to the 2000 total of 1,168. This is huge increase by any measure and it reflects an increase of more than 30% in the caseload of this office.

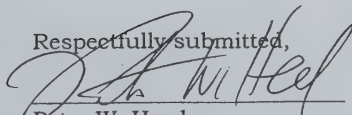


What follows below is a breakdown of the caseload in Superior Court for 2001. As I indicated above, the total number of new cases of 1,704 is substantially higher than last years total of 1,121. These numbers reflect only the actual cases filed in Superior Court, and do not account for the large numbers of additional matters for which we are regularly asked to give advice and direction, nor do they reflect the District Court domestic violence cases which we prosecute. You should also be aware that during 2001, 449 new felony cases were brought into our office for review. Each of these cases undergoes a preliminary review, assignment to a particular prosecutor, and then thorough analysis and handling to conclusion.

While it is not possible to know all of the reasons for the significant increase in caseload coming through this office during 2001, it is clear that the trend continues to be larger and larger number of cases that must be prosecuted. It is also becoming increasingly clear that 4 prosecutors, 2 administrative assistants, and 2 victim/witness coordinators cannot continue to handle this increasing caseload. I see three needs that will have to be addressed in the not-to-distant future. These needs would be for an additional prosecutor, a third administrative assistant and an investigator specifically assigned to this office. As we work our way through 2002, we will be able to better evaluate the needs of the office and to explore ways in which these needs may be met.

<b>CATEGORIES</b>	<b>NO. OF NEW CASES</b>	<b>NO. OF CASES</b>
	<u><b>NEW CASES</b></u>	<u><b>DISPOSED OF</b></u>
Felonies	461	384
Misdemeanors	148	157
Violations	8	7
Other	74	72
Re-entries	1,013	1,023
Totals:	<hr/> 1,704	<hr/> 1,643

Respectfully submitted,

  
 Peter W. Heed  
 Cheshire County Attorney



OFFICE OF THE  
**CHESHIRE COUNTY  
REGISTER OF DEEDS**

Evelyn S. Hubal  
Register

To the Honorable Board of County Commissioners  
and the Citizens of Cheshire County

I hereby submit my annual report for the year ending December 31, 2001 as Register of Deeds of Cheshire County.

There was an overall increase in business in the year 2001 with a 24% increase in documents recorded. Actual transfers of property resulted in \$3,611,600 collected for the state with the transfer tax. The surcharge account realized \$24,826 and was used in payment of the imaging system. A total of \$611,567 which included recording fees, the 4% rebate from the transfer tax and bank interest was turned in to the county to cover the Registry's budget of \$319, 874 and also returned an additional \$291,693 to the general fund for other county budgetary items.

In our quest to protect the early volumes another 200 years, we continued the restoration project of the older volumes. Another 42 books were sent to the Joseph Marotti Company this year. Volumes were disbound, deacidified and the tears and cracks were mended. The pages were then encapsulated in archival quality film and bound into post binders and put back on to the shelves.

Some modifications were made to the staffing area to ease the limited work space. A discarded work table from the Sullivan County Registry of Deeds was acquired and new roller shelving was acquired, but the Registry continued with inadequate space for the staff, public work space and storage of the permanent records which we have been entrusted to protect. The reproduction department continued to not only scan the daily documents, but also plans. With the rearranging of some of the equipment, a plotter was acquired for producing full-scale plans from the computer.

After many conversations over the years regarding the inadequate office space in the Deeds, the Commissioner's office asked that we put together a plan which addressed our future needs. With an eye to the future for the anticipated Registry needs, a comprehensive draft was prepared showing the necessity for additional work space of the various staffing areas, public work space, storage areas for the daily record books and the other volumes which are required to stay as permanent records.

The year 2001 was a financially successful year for the Registry and for the County, but it was also a success for all the citizens of Cheshire County and other users of the Registry as we became the second Registry in the State of New Hampshire to have a website. With praise coming from lawyers, abstractors and others throughout the state and elsewhere about having the index available for viewing on the internet, we look forward to advancing even further into the world of technology in the year 2002 and having the images available on the internet. We encourage everyone to visit us at our website - [www.nhdeeds.com](http://www.nhdeeds.com).

The staff of seven (7) consisting of a Deputy Register, an Assistant Deputy, 3 clerks and 2 reproduction technicians work diligently to keep the records accurate and it was appreciated by the Register and all using the Registry.

Sincerely,

*/s/ Evelyn S. Hubal*

Evelyn S. Hubal, Register



## CHESHIRE COUNTY SHERIFF'S DEPARTMENT ANNUAL REPORT 2001

The Sheriff's office has undergone many changes in 2001. We have expanded into former Superior Court space in the basement of the Court House. The move made the entrance to the Sheriff's office part of the Court House and provided us with a safe area to process and move prisoners. In 2001 four new Deputies and one new person in the front office joined the staff. Two of the new Deputies are certified police officers and two will attend the full time police academy in January 2002.

The Sheriff's Department member of the Attorney General's Drug Task Force reports a disturbing statistic of four arrests for Heroin distribution in Cheshire County. The Task Force identified Fitchburg and Greenfield Massachusetts connections in an ongoing investigation that involves several towns in the county. The Task Force noted they continue to receive great cooperation from the local police and prosecutors.

Sheriff's Department personnel participated in the following community activities.

- New Hampshire Special Olympics Law Enforce Torch Run.
- 5 K Road Race to raise money for New Hampshire Special Olympics.
- D.A.R.E. New Hampshire State Board of Directors.
- Cheshire County AARP 55 ALIVE.
- *The Prevention of Alcohol Abuse in Cheshire County.*
- The New Hampshire Special Olympics Executive Committee.
- *Employer Support for the Guard and Reserve.*
- Bicycle safety in smaller towns and safety talks to driver education classes.
- SHEPARD Program.
- *Cheshire County Domestic Violence Council*

In order to maintain the highest level of awareness of crime trends, investigative tools and personnel issues Sheriff's Department personnel attended the following training beyond their mandatory recertifications.

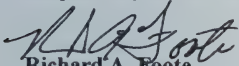
- Work Place Violence
- Review of Wakefield, Ma. Workplace Shooting.
- Policy Formulation
- Negotiation Concepts for Commanders
- Managing Diversity
- Internet Child Pornography
- Flying Armed
- Statewide Conference on Domestic and Sexual Violence
- FBI National Academy Training
- Law enforcement Leadership a Commitment to Excellence
- Supervisor Training Drug and Alcohol Awareness
- Civil Process

- Emergency Response to Terrorism
- Enforcing Underage Drinking Laws.
- Creating Web Sites
- Crime Scene Response
- Advance Driver Training
- Defensive Driving
- State Police Online Telecommunications Training
- Psychology Factors in Police Selection and Investigation

466 Total training hours for the Department.

Every aspect of the Sheriff's Department work load increased in 2001. Prisoner transportation, an important service we provide to the local police departments, increased by 11%. Arrests increased by 44%. Most of this increase is from arrests made on warrants from either, Cheshire Superior, Keene or Jaffrey District Court.

Respectfully submitted

  
Richard A. Foote  
Sheriff

**CHESHIRE COUNTY SHERIFF'S DEPARTMENT  
SUMMARY OF ACTIVITIES  
2001**

**INVESTIGATIONS**

AGGRAVATED ASSAULTS	4
BAD CHECKS	4
BAIL JUMPING	6
DELIVERY OF ARTICLES PROHIBITED	1
DWI	1
FALSE PRETENSES	1
INVOLUNTARY EMERGENCY ADMISSION	1
POSSESSION CONTROLLED DRUG	1
UNLAWFUL POSSESSION OF ALCOHOL	1
TRANSPORTATION ALCOHOLIC BEVERAGE	1
<b>TOTAL</b>	<b>21</b>

**ARRESTS**

CIVIL, CRIMINAL & CHILD SUPPORT	349
ASSIST OTHER DEPARTMENTS	6
<b>TOTAL</b>	<b>355</b>

**TRANSPORTS**

FOR SUPERIOR COURT	822
FOR DISTRICT COURTS	1066
INVOLUNTARY EMERGENCY ADMISSIONS	49
OTHER	291
<b>TOTAL</b>	<b>2320</b>

**CIVIL PROCESS SERVED**

CIVIL PAPERS & SUBPOENAS	3554
--------------------------	------

**MOTOR VEHICLE**

WARNINGS	83
SUMMONS	25
<b>TOTAL</b>	<b>108</b>



**CHESHIRE COUNTY TREASURER  
ANNUAL REPORT 2001**

To the Citizens of Cheshire County

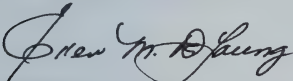
The year 2001 was challenging for the Finance Department and the County Treasurer. Due to legal actions by communities which questioned the constitutionality of the Statewide property tax, normal markets for TANS were not available earlier in the year and operating funds were obtained from non conventional sources at a higher than normal interest rate. Interest rates declined perceptively during the year and adversely affected our investment interest returns. Also the State of New Hampshire accelerated required monthly payments from the County Human Services Department for services rendered requiring the partial use of a line of credit, which was negotiated with the Granite Bank at a favorable interest rate earlier in the year. All these factors influenced our bottom line results. The year 2002 is anticipated to be a more normal year for County financial requirements. I am looking forward to meet the annual challenge.

In October 2001, twenty year bonding to be used for the construction of the new Jaffrey District Court (2.6 mil) and the Jail expansion study (.5 mil) in the amount of 3.1 million dollars was successfully placed through competitive bidding at a favorable interest rate with A.G.Edwards.

Mason & Rich Professional Association certified public accountants completed a successful audit of the County financial operations for the year 2000 on February 28,2001.

During 2001 the County Financial Department performed in an effective, professional manner under the direction of Sheryl Trombley, Finance Director and I wish to thank Sheryl Trombley, the entire Financial office staff, The County Commissioners, County Administrator and the Cheshire County Delegation for their cooperation through out the year.

May God Bless America

A handwritten signature in cursive script, reading "Ellen M. DeYoung".

Ellen M. DeYoung  
Cheshire County Treasurer



## CHESHIRE COUNTY DEPARTMENT OF CORRECTIONS

160 RIVER ROAD  
WESTMORELAND, NEW HAMPSHIRE 03467  
www.ccdoc.org

Richard N. Van Wickler, Superintendent  
Penny Vitale, Executive Assistant  
Phone 603-399-7794 Fax 603-399-8334

Cpt. Scott Hagar, Dir. Of Operations  
Lt. Steven M. Stewart, Dir. Of Training  
Lt. Hank Colby, Dir. Of Inmate Programs

### Annual Report 2001

Cheshire County Board of Commissioners,  
Cheshire County Delegation,  
and Citizens of Cheshire County:

During the year 2001, we expended significant energy and resources into determining the feasibility of jail expansion in Cheshire County.

The National Institute of Corrections from Longmont, CO provided technical assistance on two separate occasions by conducting workshops, interviews, inspections and preparing detailed reports on our criminal justice system in order to assist us in proper growth planning.

The Board of Commissioners, with Delegation approval, hired a criminal justice consulting firm to examine the correctional needs of Cheshire County and to provide a detailed analysis. This work is still in progress.

#### Objective Jail Classification

The Superintendent and Director of Operations attended the National Institute of Corrections training program on Objective Jail Classification (OJC). OJC replaces the traditional method of determining housing and program needs of offenders with an objective system of classification based on interviews and enhanced one to one interactions with all offenders. Two of the primary objectives are to provide the least restrictive housing and to also provide programs based on inmate needs. OJC requires a classification supervisor to oversee the program. An existing shift supervisor was appointed that responsibility. OJC is intended to reduce inmate assaults and aggressive behavior, call staff attention to special inmate needs and enhance security of the institution. We have a great deal more work to do to achieve our objectives with this new system.

## **Staff Training**

The average number of training hours per officer is 102 hours. Administration received an average of 54 hours, shift supervisors 48 hours, corporals 60 hours and entry level staff received an average of 146 hours of training. The majority of this training is provided from in-house certified trainers. Our agency will not pay overtime for training – it is inserted into the routine work schedule.

## **Inmate Discipline**

We conducted 451 disciplinary hearings of inmate major rule infractions of the institution's rules and regulations. Of this number, 12.6% were found "not guilty".

## **Inmate Programs**

The Director of Inmate Programs conducted 70 group tours of the jail consisting of public officials, students and citizens. These 70 groups represent 349 individuals. 37 area agencies were represented in these tours.

20 inmates were supervised on our work release program. We monitored 14 inmates electronically – one of them was pre sentenced.

We currently have 103 volunteers who provide 17 inmate programs.

29 Inmates received GED tutoring.

9 inmates participated in the GED examination and 5 passed.

24 inmates were identified by the NH Department of Education as being on their "learning disabled" list.

We provided inmate labor to various municipalities and agencies in Cheshire County. While this program has been in great demand and a terrific success – we are experiencing a severe shortage of qualified inmate labor to minimally staff the needs of the County complex in Westmoreland. This is because fewer inmates are "sentenced" to the department of corrections than are "pre-sentenced". The latter of the two can not leave the secure perimeter of the institution.

Cheshire County Department of Corrections  
2001 Statistics

<b>Total Inmates processed in 2001</b>	1, 134 *	
<b>Average Daily Population</b>	88.7	
<b>Average Days Served</b>	22	
<b>Sex of the offender</b>	Male	87%
	Female	13%
<b>Judicial Status of Inmate</b>	Pretrial	45%
	Sentenced	23%
	Protective Custody	25%
	Federal Hold	6%
	Other Holds	1%
<b>Inmate Race Breakdown</b>	White / Non-Hispanic	92%
	Hispanic / Latin	3%
	Black	3%
	Others	2%
<b>Age of inmates incarcerated</b>	Under 25	39% **
	Ages 26-35	28%
	Ages 36-45	21%
	Ages 46-55	12%

***\*Highest population age – 19 years old***

**\*\* Total Inmates processed does not include Weekender Quick intake bookings.  
Total bookings including weekender returns is 1,432.**



## Notes.

74 of 152 inmates met criteria for dual diagnosis (49%).

108 of 152 inmates met criteria for drug and/or alcohol abuse or dependence (71%).

77 of 152 inmates met criteria for drug abuse or dependence (51%).

75 of 152 inmates met criteria for alcohol abuse or dependence (49%).

47 of 152 inmates were assessed to be at high risk to attempt suicide (31%).

40 of 152 inmates were assessed to be at high risk to commit acts of violence while incarcerated (26%).

74 of 152 inmates were previously diagnosed with a personality disorder, met criteria, or would likely meet criteria if assessed for a longer period of time (49%).

Referral Source: Nursing (125); Self (35); CO (29); Family (3); Provider (1); Many inmates were referred by more than one source.

38 of 152 inmates who received MH consultation will reside outside of Cheshire County when released (25%).

61 of 67 inmates who receive psychoactive medication had seen an MD prior to incarceration (91%).

41 of 67 inmates who received psychoactive medication had seen a therapist or case manager prior to incarceration (61%).

38 inmates received psychoactive medication but did not require MH consultation (4%).

190 of 926 inmates received MH services: psychoactive medication, MH consultation, or psychoactive medication and MH consultation (20.5%).

29 of 152 inmates who received MH consultation were women (19%).

12 of 152 inmates who received MH consultation were federal inmates (8%).

12 of 152 inmates who received MH consultation were re-incarcerated due to sentencing or additional criminal offenses (8%).

The U.S. Department of Justice reported in 1999 that 16% of jail inmates had been diagnosed with a mental illness.

Special presentations offered to the inmates this year included:

- Village Church & Cornerstone Ministries motorcycle revival
- NH Roman Catholic Bishop John McCormack
- Doris (Granny D) Haddock
- Sarasa Chamber music group

These great presentations join the ranks of the internationally known poet Donald Hall, former State Representative Dr. William Riley and several others. Bonnie Riley has been a pillar of strength and continuity for our academic programs and has successfully introduced many to Shakespeare. Each summer we honor our volunteers with an appreciation barbecue. Attendees include legislators, commissioners, volunteers and their families as well as staff members.

#### **Operations data**

Escapes, attempted escapes or walk away	0
Suicide or inmate death	0
Assault on staff member	1

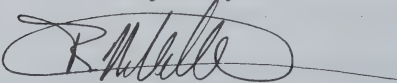
#### *Armed Transport Team*

Average per month	6
Annual total	68
Mileage	2040

The department of Corrections continues an aggressive pace in its effort to keep up with correctional standards, safety and security issues, growth and fiscal responsibility. Tours of the Department are encouraged by anyone who desires to see the operation.

In accordance with NH RSA 30-B:12 the County Commissioners have inspected the Department of Corrections and its management practice every six months. During this inspection, Commissioners will speak with randomly selected employees and inmates. A report of their findings is forwarded to the Attorney General.

It is without reserve that I commend each of the employees of this agency and the many volunteers who give of themselves. It is because of these individuals that the jail enjoys such a high spirit of cohesion, professionalism and success as a significant member of the criminal justice system.



R.N. Van Wickler  
Superintendent

## CHESHIRE COUNTY FACILITIES 2001 ANNUAL REPORT

### Maplewood Nursing Home

2001 was a busy year for the Facilities department. A lot was accomplished while staying within the parameters of our budget.

Facilities completed approximately 3,400 work orders at the Westmoreland Complex. Most work orders were minor in nature but some required many man-hours and materials. A new work order program went on-line in September for all County departments. Maplewood, as expected, required the majority of man-hours. Painting, plumbing, electrical work, and grounds keeping take up the bulk of our time. Designing and building custom furniture to meet residents needs keeps our carpenter busy. Maplewood Nursing Home is in good shape thanks in part to a skilled and dedicated Facilities Department.

Last winter brought a lot snow, requiring substantial overtime by personnel for plowing and sanding. I was able to obtain some reimbursement from FEMA for one (1) March storm. In April, a fuel spill in Westminster VT spilled diesel fuel in the Connecticut River that necessitated us to get our water from another source. This was a labor-intensive process and required extra testing. I expect full reimbursement for these expenses.

A lot of work was done during the year at County owned buildings occupied by the herdsman, assistant herdsman, and the Blood Farm which is rented by Chesco. The Blood Farm in particular required 100+ man hours to do much needed repairs and maintenance.

### House of Corrections

Work done at the House of Corrections was mostly routine in nature. The exceptions were renovations to the booking area to accommodate the Classification Officer and a jail wide painting project. Facilities staff painted East Block, while inmates painted other areas under the supervision of corrections officer Sgt. Phil Tacy.

### Water Treatment Plant

After successfully completing five (5) years without a testing violation from the State of NH DES Water Division or the EPA, we received a waiver for the next two years on testing for volatile organic compound (VOC's) and synthetic organic compound (SOC's). We continue to test for nitrates; inorganic compounds (IOC's); and radiologicals (RAD).

After achieving quality test results for the past five (5) years, we received a reduction in lead and copper testing from the State of NH DES Water Division.

### Waste Water Treatment Plant

A project with Ultraviolet lighting is underway. The project consists of installing additional ultraviolet lights in a series for better bacteria treatment before wastewater is returned to the Connecticut River. As part of this project, the shed that houses the existing ultraviolet lights was rebuilt, insulated, and painted.

A sludge drying bed was constructed, as an experiment, to try to reduce the amount of sludge in the lagoons. Two filter runs were made during the summer. The sludge seems to have dried very well. Seeing that this was a successful experiment, we will continue this project in 2002.

### Court House

The Facilities Department received a Community Energy Partnership Grant from the Governor's Energy Office to upgrade the lighting in the CourtHouse. This grant created a partnership with Cheshire County Facilities, educators and students from Keene Public Schools, Antioch New England, and electrical suppliers. This partnership met both educational and energy savings goals of the project. The monies we received from the CEP Grant, along with additional reimbursement from PSNH, resulted in no cost to the County for this project.

Facilities staff from Westmoreland began the upgrade installation in March. We saw the first significant savings in kilowatt use in May, a savings of over 5,000 kwh for the month.

Renovations to the Sheriff's department included blocking off the entrance from Court Street, redesigning the squad room, and installing new counters and carpet. All visitors to the Sheriff's department must enter through the CourtHouse to pass through security screening.

### Administration Building

Renovations to the Registry of Deeds included additional counters, carpeting, sprinklers, and a new storage room.

All catch basins were cleaned of debris.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Barry King', written in a cursive style.

Barry King



Annual Report-2001  
Safety Officer  
Safety/Facilities

Joint Loss Management Committee/Safety Committee

This year the Joint Loss expanded its inspection responsibilities to include outbuildings owned in Westmoreland. As a result, the Committee conducted 8 inspections and met formally 7 times. The Committee addressed issues involving security, alarm testing, disaster drills, training, compensation claim details, workplace violence and bioterrorism. The Maplewood Complex Safety Committee had a busy year by meeting 10 times and successfully planning and executing 2 disaster drills. The Committee also began the task of reviewing and revising the safety policy book and disaster plan.

Health and Safety Education

Eighteen employees received defensive driving instruction. Education was provided on Electrical Safety, Fire Safety, Worker's Right to Know and Supervisors Awareness of Drug and Alcohol Abuse. The Safety Officer and QI/QA RN gave inservices on safe mail and package handling including providing employees with the appropriate personal protective equipment. The Safety Officer accumulated 45 hours of personal inservice hours, conducted orientation of new employees and has participated as a guest speaker at Keene State College addressing workplace violence. The County continues its membership with the Safety and Health Council of New Hampshire and NFPA.

Ergonomics

Assessments and improvements continue to be conducted throughout the County with the assistance of Facilities, Keene. A variety of ergonomic improvements have been implemented and are monitored for effectiveness. Lighting continues to be addressed by County Facilities.

Emergency Systems/Procedures

The Safety Officer and Maintenance Supervisor, Keene worked closely together to create building maps with clearly marked exitways for 33 West St. and are working with the Keene Fire Department on Courthouse inspections, assembly permits and fire prevention issues. Fire drills continue to be conducted at MNH. They have assisted in increasing staff awareness and in trouble shooting with the fire alarm system.

Workers' Compensation

The Safety Officer continues to manage the compensation program throughout the County. Continual education on the compensation process and laws has been vital in ensuring Cheshire County is in compliance. In 2001, Cheshire County received the Primex Claims Manager's Award in recognition of continuing dedication to effective and efficient claims management practices.

Respectfully Submitted,  
Pamela Fortner, Safety Officer



## **CHESHIRE COUNTY COMPUTER OPERATIONS ANNUAL REPORT 2001**

Computer Operations had another very busy year in 2001. In January the department finalized the installation of a virus protection program. This program connects to an outside provider on a nightly basis to retrieve any virus updates and downloads them to our virus server. This server updates the three county servers and individual user workstations. This program gives the county up-to-date virus protection.

In February, we experienced microwave problems. We did extensive testing and found hardware failure in the courthouse, which was repaired. A company was hired to evaluate our link and many problems were discovered. We immediately started tackling the list of problems, which ranged from grounding to indoor rated equipment installed outside. A climate-controlled box was purchased and installed at the tower location on Cass Hill. All items on the checklist were completed with the exception of two. Throughout the year we continued to have outages and extensive research indicated that a program at the nursing home was identified as possibly being a cause of bringing the link down. This problem however cannot be addressed until the program is upgraded.

We entered into the first year of leasing computers for the County. Thirty-four new computers were leased and installed this year. The old PC's were dismantled and sent to a recycling center, along with old printers and broken parts.

A countywide work order program was written for the maintenance department. The dietary department also requested that a program be written for dietary orders. The assistance of the PC Specialist to write these programs saved the County a considerable amount of money.

A few changes were made in 2001. The Keene server was relocated out of a by-fold door closet to a different room and installed into a secured cabinet. The county changed providers for hosting the county's webpage and Internet Email. The Computer Operations department dealt with numerous calls for troubleshooting, installation, and repair of equipment and user assistance.

I would like to extend my sincere thank you to the County Delegation members, County Commissioners, County Administrator, Elected Officials and Department Heads for their support of the Computer Operations department.

Respectfully Submitted,

Wendy L. Putnam  
Computer Technician



**CHESHIRE COUNTY  
FARM  
ANNUAL REPORT  
2001**

The County Farm had a very busy year in 2001. Milk production was up with a herd average of 27,000 pounds per cow. This resulted in an estimated 8 percent increase in milk receipts, which exceeded the budgeted revenue amount. The herd consists of 78 milk cows and 78 heifers.

The hot, dry summer affected our crops. There was an overall decrease in hay production. We experienced a devastating loss during the summer when Armyworms resulted in the loss of approximately 40 acres of second cut alfalfa and a small portion of corn. The farm was able to produce enough feed for our livestock, but experienced a loss of revenue in the sale of hay. The outbreak of Armyworms, caused the seed, fertilizer and spray line running over budget. We had to spray 40 acres of grass and 78 acres of corn to get rid of the Armyworms. These acres were then fertilized in hopes of a third crop of alfalfa. The corn crop averaged 20 ton to the acre, which is the normal average.

Repairs to the Ford tractor dominated the equipment repair line. In the spring, in the middle of plowing and planting, the transmission failed and had to be rebuilt. The length of time on this repair required a tractor to be rented to finish the spring planting. In the fall, during chopping season the Ford tractor again had engine problems. The overall cost of tractor repair for both spring and fall was approximately \$10,000.

A new mixer wagon was purchased in the spring. This mixer has knives in the wagon to allow the hay and baling to be incorporated into the total mix ration. The incorporation to the total mix ration has benefited our feed program and saved approximately \$11,000 for purchased grain while maintaining production gains.

In 2001 we sold some surplus livestock on the open market. Two bred heifers and four heifer calves were sold which netted \$4,300 dollars. This was the first time in several years that the farm sold surplus livestock and we hope to continue this in the future.

I would like to extend my sincere thank you to all the supporters of the Cheshire County Farm. I hope to have another busy and productive year in 2002.

Respectfully submitted,

*David Putnam*

David R. Putnam  
Farm Manager



## **HUMAN SERVICES DEPARTMENT ANNUAL REPORT FOR 2001**

To the Honorable Board of Commissioners and Citizens of Cheshire County. As Human Services Administrator for Cheshire County, I hereby submit my report for the year ending December 31, 2001.

The Human Services Department is responsible for meeting the needs of the elderly, the disabled, the infirm and the youth of the county who qualify for certain state programs.

Following this narrative are reports (one for the adult programs and one for the juvenile program) which show expenses by town (being the town in which the recipient was living at the time program eligibility was determined by the state).

For those individuals receiving monetary assistance, the cost of these programs is shared with the state on an equal basis. This year 463 persons received payments at a cost of \$287,717.22 to the county.

The cost for those individuals residing in nursing homes and who are eligible for the Medicaid Program is split three ways, with the federal share being 50% and the state and county share being 25% each after deduction of any personal income available to the resident. The county expended \$2,651,895.48 as its share of the cost for 483 individuals.

As a result of legislation (Senate Bill 409) which became effective on January 1, 1999, the counties' share of the cost of Intermediate Nursing Care (room and board) was reduced from 30.55% to 25%. However, the counties are now responsible for paying 25% of the costs for a wide array of medical services (called Provider Payments) for those Medicaid eligible residents of nursing homes. In addition, the counties are now responsible for paying 25% of the costs of various medical services for those individuals who are in the HCBC (Home and Community Based Care) program. To be eligible for this program, individuals must meet the medical criteria for nursing home admission. This program allows people to stay in their own living environment (i.e., home, apartment, etc.) with various types of medical support instead of entering a nursing home.

In 2001, 158 individuals received services under the HCBC Program. The county's share of costs for both the HCBC Program and Provider Payment was \$1,029,334.83.

The county shares with the Division for Children, Youth and Families the cost of certain court-ordered services provided to the juvenile and/or family at a 25% county/75% state ratio. Some of these services include foster homes, group homes, in-patient psychiatric facilities, the Youth Development Center, legal counsel, clothing, transportation, diagnostic evaluations, counseling, child health support services, respite services,

outreach and tracking services, and medical and dental care. During 2001 there were 355 active cases (cases involving payments/expenses) and the cost to Cheshire County totaled \$741,747.23.

For the last several years, the ten counties in New Hampshire have been receiving funds from the Division of Children and Youth Services known as Incentive Funds. These funds are used to fund programs at the local level designed to prevent out-of-home placement of juveniles. Toward the end of 2001, we received \$215,663.00 in Incentive Funds. A Selection Committee determines program funding. The Selection Committee, comprised of the County Human Services Administrator, two County Commissioners, one State representative, the President of the local United Way, and three representatives from the State Department of Health and Human Services, decided to use an additional \$9,817.00 of surplus money in our account which consisted of accrued interest and funds awarded in previous years but not completely used by the recipient agencies. A total of \$225,480.00 was awarded to the following agencies to fund programs during 2002:

Monadnock Family Services (community based program designed to provide parent education and support groups for parents of young children, as well as parents of pre-teens and adolescents);

Keene Youth Services Department–Juvenile Conference Committee (court diversion of first-time, non-violent offenders);

Rise (early intervention program serving developmentally delayed children up to age 3);

Keene Youth Services Department–Earn-it (victim restitution program which arranges work sites for juvenile offenders, ages 12-18, to enable the young offender to pay for damages he has caused and to make amends to the community);

Monadnock Family Services Challenge Program (an activity based group experience that utilizes problem solving initiatives, low and high elements, new games, rock climbing and wilderness experience to enhance self-esteem, co-operation, decision making, interpersonal skills and trust building);

Antioch Psychological Services Center (a program providing intensive team-based psycho-social intervention to families considered to be “at risk”);

Cheshire County Mediation Program (providing parent-child mediation);

All R Kids (a supervised visitation center providing a neutral, safe and confidential space for supervised visitation and monitored exchanges to occur in court-ordered cases involving domestic violence and child abuse/neglect, as well as privately arranged cases. All R Kids is set up to ensure that the custodial and non-custodial parents have no contact when the visitation or exchange occurs.

Keene Housing Authority (The Keene Housing Authority is in its second year of participation in the Milton S. Eisenhower Youth Safe Haven and Police Ministration Initiative. The outcomes of the program are to keep youth in school or alternative school, keep grades up, develop youth for responsible adulthood, keep youth out of the criminal justice system, prevent crime and drug abuse by youth, improve the quality of life in the community and reduce crime. The most basic feature of the program is a safe haven for youth that is run by civilians, combined with a police ministration that shares the same working space);

Keene Youth Services Department--Chins Diversion Program (to prevent inappropriate or unnecessary court intervention on behalf of Children in Need of Services by implementing mechanisms to divert youth and their families from the judicial system to preventative and community-based services);

Women's Crisis Services (to partially fund an Education Coordinator who will work with local school systems and will provide programs, support and discussion groups relating to building self-esteem, health decision making skills, dating violence and sexual assault);

Monadnock Family Services Support Program (to fund a part-time para-professional family aide position to enable families to more successfully meet the needs of their children and to enhance family stability through providing concrete assistance in accessing services);

Planned Parenthood (providing direct education in family planning to guests at the homeless shelter and participants in the Cheshire Academy program; to train staff members of social service agencies to discuss birth control and other family planning issues with clients; to provide training for foster parents; and to provide direct education to high school students);

Crotched Mountain Rehabilitation Center (Saturday Night Out is a recreation program for children from ages 5-14 who have disabilities. Supervised by 3 staff, including one LPN, up to 12 children per night have the opportunity to play games, do arts & crafts, watch movies, and enjoy a nutritious snack. Cost to the parent for the program is \$5.00/night per child. Through this program's services parents and caregivers of these children will receive a needed respite from their intensive care responsibilities);

Big Brothers--Big Sisters (a mentoring program designed to serve at-risk children between the ages of 6 and 18. The children (clients or "Littles") are matched with adults (volunteers or "Bigs"). The match is carefully planned, based on mutual interests, built on a child's strengths, and designed to last. The Case Manager carefully monitors the matches over the span of the commitment providing full support);

Emerson School (a program designed to ease the transition from preschool/home to public school and to help parents learn ways to nurture their children and help them learn);



HSC Community Care (child care assistance for low income families to help prevent abuse and neglect);

Many Options (an after-school program for middle and high school age youth offering multiple program opportunities from 2:30 pm to 5:00 pm five days a week. Youth who enroll in Many Options commit to attending a minimum of three afternoons of programming per week and one hour of tutoring a month. Youth receive points for attendance, tutoring, school attendance, grades, and for helping with program responsibilities such as collecting attendance sheets. These points accumulate toward free admission to substance free activities, trips, and coupons for free or discounted items and services such as movie tickets, manicures, laser tag, bowling);

Moving Company Dance Center (The Moving Company Dance Center, in partnership with ACTING OUT, Keene Institute of Music and Related Arts and Life Art is seeking \$3,000 for tuition assistance for 12 students in need to attend Creative Arts at Keene, a multi-arts program for ages 9-15, operating from 9-4, weekdays from July 8- August 2, 2002. Ninety five students will attend daily pre-selected classes in music, dance, theater, art and creative writing, photography and technical theater. Students may choose to participate in a single discipline for five periods of the day or they may study a variety of programs);

Families and Communities Together (a Parent-Child Connections Program providing prevention information, a social network and early childhood enrichment programming for families with children birth to five years);

Winchester Schools (after-school and summer programming aimed at high risk students to provide enrichment, safety, and structure during off-school and summer hours where youngsters will be involved in healthy activities with positive role models and mentors).

During the 1999 budget process, the Board of Commissioners recommended that the sum of \$20,000 be included in the budget to encourage the creation of innovative, community-based programs to serve the youth of Cheshire County. The County Delegation subsequently voted to appropriate these funds. The Delegation also voted to amend the Human Services Department budget to create a Capital Reserve Account for this grant program and to fund that account using reimbursement funds from the Division for Children, Youth and Families in the amount of \$63,954.13.

Since there was a balance left in that account, in April, 2001, proposals were solicited from towns, schools, agencies and other interested parties and were reviewed by a panel which included Commissioner Margaret Lynott, State Representative Irene Pratt, County Human Services Administrator Mimi Barber, Family Educator for UNH Cooperative Extension Services Lauren Bressett, and Judy Lang, a community volunteer and parent.

The following programs were funded for the program year running from October 1, 2001 through September 30, 2002:

Aids Services for the Monadnock Region(ASMR) (Specifically to reach youth, we seek funding to train eight (8) youth peer educators in the Red Cross Starter Facts curriculum and engage them as actors in a theatrical piece, "The Inner Circle", a one-act play written by Patricia M. Loughrey. It is a memory play with a cast of four characters whose message is that AIDS affects everyone. During the play, the audience sees how "Mark" and his friends react to his diagnosis and the stages of awareness and illness that follows. Issues addressed are unprotected sex, injection drug use and homosexuality, but the play is truly about friendships. It will be followed by the actors serving as peer educators with the audience, and when appropriate, a guest speaker who is living with AIDS. Ten performances will be held);

SamariTEENS (TEEN Safe Place is a creative and innovative community-based project of the SamariTEENS Program. It is structured to reach the youth of Cheshire County who may or may not be at risk of committing suicide. Teen suicide is on the rise, and peer support is reported to be the number one source of outreach by those in crisis. Through the use of interactive discussion groups, we will build awareness about available resources in our community and increase adolescent's overall understanding about the facts regarding suicide. Youth will learn preventative actions and have opportunities to practice these new skills through role-playing. In addition, the lines of communication between youth and the adults in our community will be enhanced through mutual participation in the groups and team building exercises. Maximizing the skills of the very group that is most sought after for support will aid in the community's effort to reduce teen suicide);

Town of Roxbury (funds will be used to erect a half sized basketball court at the Roxbury Meeting House on the back side of the parking lot);

The Cheshire County Human Services Department remains a vital link between the courts, the Division for Children, Youth and Families and the providers of services for children, youth and families.

Respectfully Submitted,



Mimi Barber,  
Human Services Administrator

## CHESHIRE COUNTY HUMAN SERVICES

## ADULT PROGRAMS

## CATEGORICAL GRANTS BY TOWN

01/01/01-12/31/01

	CASES	OAA & MEDICAL	CASES	APTD & MEDICAL	CASES	INTERMEDIATE NURSING CARE	CASES	HCBC	CASES	PPMT	TOTALS
ALL *											
Alstead	2	274.00	8	8,287.25	2	-128,684.31	3	24,014.90	14	14,136.06	-128,684.31
CHESTERFIELD	1	822.00	5	5,065.00	10	76,046.82	5	7,301.59	18	10,365.15	122,759.03
DUBLIN					5	32,212.53	1	7,781.54	4	2,737.56	85,947.16
FITZWILLIAM	2	1,356.00	11	13,548.25	12	71,006.02	6	15,980.96	16	15,002.45	42,721.63
Gilsum	1	114.00	8	7,948.50	4	22,811.68		.00	4	4,271.40	116,893.68
Harrisville			2	499.75	3	11,273.62		.00	3	1,583.97	35,145.58
Hinsdale	8	3,766.25	15	11,352.75	15	81,776.70	10	16,942.12	22	28,494.97	13,357.34
Jaffrey	9	2,499.00	18	14,211.00	28	146,683.69	5	7,693.36	34	28,039.46	143,332.79
Keene	46	14,417.91	162	117,761.01	175	1,088,110.18	65	139,051.49	218	237,218.86	199,186.51
Marlborough	6	3,750.00	7	7,841.00	9	35,289.85	5	9,958.83	13	16,650.08	1,606,559.45
Marlow	1	654.00		.00	1	6,773.91	1	1,726.10	2	1,196.57	73,489.76
Nelson			2	2,439.00	2	11,040.02		.00	2	493.96	10,350.58
OTHER	6	2,022.50	4	2,698.00	71	391,225.76	2	1,523.52	75	46,919.48	13,972.98
Richmond	1	267.75	1	2,397.00	1	7,713.59	2	2,969.89	4	1,509.97	44,389.26
Rindge	2	656.25	15	9,460.25	11	59,245.58	3	11,297.78	13	9,197.55	14,858.20
Stoddard			1	1,517.00	3	12,806.56		.00	3	1,025.64	89,857.41
Sullivan	1	480.00	1	1,157.00	3	6,244.43		.00	3	1,479.31	15,349.20
SURRY			3	1,877.25	2	9,301.32	1	8,286.43	4	698.22	9,360.74
SWANZEY	6	2,968.00	21	14,896.30	32	202,890.62	19	56,650.60	55	96,123.31	20,163.22
Troy	1	2,571.00	17	11,209.75	15	89,490.44	7	16,171.73	21	24,219.55	373,528.83
Walpole	5	2,192.00	13	7,507.00	28	164,274.58	6	3,542.93	31	25,843.85	133,662.47
Westmoreland	3	696.50	3	1,258.75	3	2,199.48	3	8,088.02	10	17,329.56	203,360.36
Winchester	9	2,019.25	42	39,840.35	36	177,637.99	14	36,400.23	52	68,365.88	29,572.31
	110	41,526.41	359	272,772.16	482	2,649,764.48	158	375,382.02	621	653,952.81	324,263.70
											3,993,397.88

\*This is a special category to allow posting of necessary information not relating to a specific individual.

CHESHIRE COUNTY HUMAN SERVICES

JUVENILE PROGRAMS

EXPENSES BY TOWN

01/01/01 THROUGH 12/31/01

TOWN	# OF CASES	AMOUNT	FED SHARE	COUNTY SHARE
Alstead	3	124,708.44	89,671.82	8,759.16
CHESTERFIELD	1	10,553.46	4,633.54	1,479.98
Dublin	4	15,997.61	6,274.77	2,430.71
Fitzwilliam	3	149,688.65	34,037.01	28,912.91
Gilsum	3	41,969.91	14,147.81	6,955.53
Harrisville	3	552.00	310.30	60.43
HINSDALE	33	365,619.39	49,455.75	79,040.91
Jaffrey	28	284,726.88	99,098.91	46,406.99
Keene	126	2,085,098.04	497,186.36	396,977.92
MARLBOROUGH	8	326,407.06	49,572.15	69,208.73
MARLOW	1	1,003.11	444.57	139.64
Other	16	67,105.98	15,099.72	13,001.57
Rindge	10	76,063.06	25,412.51	12,662.64
ROXBURY	1	1,258.56	837.18	105.35
STODDARD	3	49,460.54	17,519.58	7,985.24
SULLIVAN	1	4,162.49	2,027.24	533.81
Swanzy	14	353,066.62	107,183.88	61,470.69
Troy	32	670,867.73	181,083.66	122,446.02
Walpole	9	183,975.14	50,515.49	33,364.91
WESTMORELAND	1	7,267.71	5,213.29	513.61
Winchester	55	811,085.60	140,485.58	167,650.01
	355	5,630,637.98	1,390,211.12	1,060,106.72

Note: Although \$1,060,106.72 was spent in 2002, \$318,359.49 was for services provided in prior years for which monies had been encumbered.



## **Annual Report for 2001**

### **Maplewood Nursing Home and Assisted Living Apartments**

Maplewood Nursing Home and Assisted Living Apartments continue to be one of the best, if not the best, nursing facility in the state. The facility continues to score very high on licensure surveys and continues to meet with very favorable comments from residents and families. The County has, over the past 5 years, invested millions of dollars in infrastructure to enhance, renovate and equip the facility to be a state-of-the-art facility. Cheshire County residents should indeed be proud of the level of service and the environment at their nursing home and assisted living facility.

The department heads and staff at Maplewood strive with unparalleled dedication to reach their highest potential; seeking new and different ways to meet the ever-changing needs of the residents.

The burden of the staff grows each year as the population ages. In 2001, the facility set a record number of admissions and discharges. There were a total of 129 admissions and 132 discharges. By contrast, both 10 years ago and 20 years ago, there were 40 admissions and 39 discharges. Clearly, more residents are being admitted who have substantially more medical problems and who succumb to those problems more quickly than in past decades.

The Occupational Therapy department made over 700 visits providing direct patient treatment in addition to ongoing OT maintenance programs for residents. The therapy pool was used for 21 treatments. The speech Therapist made over 170 visits to residents. In addition to their resident work, the OT department provides education to the staff on resident feeding, range of motion, swallowing and assistive devices. The OT department is also responsible for aromatherapy, an alternative treatment that, at Maplewood, has shown to be of significant benefit to some residents. Successful aromatherapy can result in the need for fewer medications and smaller dosages. This alternative therapy is growing in its acceptance in this environment.

The Physical Therapy department administered over 12,000 treatments this past year, an increase over the previous year. The PT department works hard to maintain each resident's mobility by providing them with exercise programs and range of motion exercises. Their ceaseless efforts are largely responsible for so many residents being able to ambulate amidst the daunting effects of aging and infirmity.

One of the areas that the OT, PT and nursing departments focus on is resident falls. Approximately 25% of our residents fall at time during their stay at Maplewood. Aside from some physical disabilities, the primary reason for falls is related to our restraint-free environment. Many years ago, state and federal regulations restricted the use of restraints that were frequently used to prevent falls. With the prevailing ideology that residents have the right to walk around as much as possible and not be restrained from doing so, this has increased the number of falls. Recent nursing home regulations have restricted the use of restraints. However, our county nursing home has a long history of allowing

residents the most freedom possible. In the Cheshire County Annual Report of 1899, Dr. Craig, the Medical Director, stated that *"No restraint is used unless it is for the benefit of the patient, and very few drugs for purely hypnotic purposes, unless occasionally where the mental distress is very acute and intense, for unless contra-indicated by feebleness and agitation."*

In our TLC Unit, we operate one of the state's premier dementia units, accepting individuals with significant behavior problems that cannot be managed elsewhere. The residents in the TLC unit offer unique challenges to the nursing and medical staff to provide the most personal freedom for the resident while assuring the safety of residents and staff.

The Nursing department has seen many changes over the past year. A new Director of Nurses, Lisa Kemp, RN, was selected and she has been well received by the staff and residents. The nurse staffing situation has improved somewhat over prior years. In 2001, we had a 38% turnover rate in our RN staff, down from 73% and 98% in past years. LPN turnover has remained about the same at 52%. We continue to train Certified (Licensed) Nursing Assistants that provide capable employees to the county home as well as the region's facilities. The nursing assistants provide the bulk of front-line resident care and we are indebted to them for their dedication and efforts which is clearly a major reason for our excellent reputation as a quality care facility. We have a nursing staff that works hard at balancing the needs of the residents with the necessary paperwork and supervising the staff. The Nurse Managers occupy a critical role in coordinating the daily care in the facility.

The record number of admissions also presents challenge for the Activity department who is charged with developing meaningful activities for each and every resident. The activity must be tailored to the resident's needs and abilities. The staff continues to conduct many activities including pet visits, intergenerational programs, one-to-one activities, trips and special events. During survey 2001, the surveyors commented that the Maplewood Activity program was one of the best they had ever seen. Hat's off to Steve Wilson and his staff and volunteers.

The Facilities department works behind the scene to make Maplewood possible. The water treatment plant provided nearly 10 million gallons of water, made fresh from the Connecticut River. All the water used by the facility is then treated to nearly drinkable standards and returned to the river.

Things break and need fixing on a routine basis and the facilities department responded to over 2,000 work orders. Aside from their facilities work tasks, sometimes the facilities staff assists the nursing staff in sitting with difficult residents, a unique and interesting aspect of their job at Maplewood.

Facilities Manager, Barry King, has also embarked on a very successful energy conservation program that has saved the county taxpayers tens of thousands of dollars in energy expenses. The Cheshire County Courthouse and Maplewood Nursing Home are in the process of having all lighting fixtures upgraded to environmentally friendly and

efficient lighting. In all, more than 1500 individual fixtures will be replaced. These new fixtures will be installed at virtually no expense to the taxpayer due to the anticipated savings combined with a Public Service Company energy grant.

The Dietary department continues their long tradition of serving more than 1,000 meals per day to the nursing home, its employees, the jail and house of correction, the assisted living facility and multiple county special events. It is a non-stop operation that is most impressive. The dietary department maintained its record deficiency-free surveys for the eighth year in a row. In addition, the department co-hosted the National Restaurant Association's *Serve-Saf* class with the UNH Cooperative Extension Service.

The Assisted Living Apartments, under the watchful eye of Jeanne Donohoe, RN, continue to be fully occupied with nearly 45 people on the waiting list. They too, had a deficiency-free survey in 2001.

The Environmental Services department, responsible for housekeeping and laundry services, continues to keep an extremely clean facility that receives many compliments for its cleanliness. The laundry service processes more than 700,000 pounds of laundry.

Volunteers continue to be an integral part of the atmosphere at Maplewood, providing thousands of hours of volunteer time from nearly 60 different community groups.

The Long Term Care Counselor, continuing her work under a joint funding arrangement between the state and the county, processed 322 referrals for long term care, up from 256 the year before.

The financial operation of a nursing home has continued to be more difficult in the face of mandated Medicare cuts. Nationwide, 8.4 percent of all 16,967 facilities continue to operate in bankruptcy. Although Congress sought to cut Medicare funding for skilled nursing facility care by \$19.8 billion in 1997, they actually ended up cutting total Medicare expenditures by an estimated \$35 billion over five years, according to the Congressional Budget Office. There are additional payment structures that are scheduled to sunset on September 30, 2002. If these payments stop, industry analysts predict that 25% to 35% of the nursing home industry could go into bankruptcy. While as a government nursing facility, we do not run the risk of bankruptcy, it is clear that if the private nursing home industry experiences difficulty, we will see the impact as more individuals needing nursing home placement scramble for suitable placement. In addition, it will become more difficult to reach economic balance at Maplewood, which already operates at a \$2 million deficit, subsidized by county tax dollars.

Everyone at Maplewood strives to and succeeds at providing the highest quality care delivered with compassion. The staff is to be commended for their hard efforts at this most difficult task of caring for our elders.

Respectfully Submitted,  
Jack Wozmak, NHA, Acting Administrator

**Cheshire UNH Cooperative Extension**  
**800 Park Avenue**  
**Keene NH 03431**  
**352-4550**



**UNIVERSITY of NEW HAMPSHIRE**  
**COOPERATIVE EXTENSION**

## **2001 Annual Report**

The mission of UNH Cooperative Extension is to provide New Hampshire citizens with research based education and information, enhancing their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy.

As a University outreach program, a network of professional Extension staff are located in all 10 New Hampshire counties. Staff work with local citizens and UNH specialists to design and conduct educational programs that meet societal, environmental and economic needs of the county. An important component of this is collaboration with relevant public and private agencies and organizations. In addition, as part of the national land-grant university system, we also access the knowledge and expertise of other state land-grant universities throughout the U.S.

Cooperative Extension derives its name from the partnership structure that combines federal, state and county funding. This "cooperative" effort ensures all people have local access to their state university and the knowledge and resources available to address needs and problems. The principal partner is the University of New Hampshire. As a state land-grant university it is charged by Congress to conduct resident instruction, research, and outreach to people beyond the classroom. The local communities have been the center of UNH Cooperative Extension efforts since its establishment by Congress in 1914.

The funding for the county Extension office is shared among the three partners. County dollars fund the office space, support staff, operating expenses for the office, and a fixed portion of the salaries for the county staff. State dollars support a share of the salaries and benefits of the professional staff including full coverage of all salary adjustments. Federal dollars cover a share of professional salaries, a postage allotment and the cost of specific programming such as Nutrition Connections. The county dollars leverage \$366,960 in direct state and federal dollars for the county and an additional \$767,445 in value added indirect dollars.

People may drop in, call for information, participate in programs or seek assistance from our web site (<http://ceinfo.unh.edu>). Some of the impacts of Cheshire Cooperative Extension programs during 2001 are discussed on the next few pages. If we can answer any questions or provide additional information please contact us.

### **Members of the Cheshire County Cooperative Extension Advisory Council**

Gigi Batchelder, Marlborough  
Bob Mallat, Keene  
Carolyn Manning, Keene  
Carmelina Nims, Keene  
Peter Rhoades, Alstead  
Ann Sweet, Sullivan

Howard Weeks, Alstead  
Leon Wyman, Chesterfield  
Tom Wyman, Dublin

County Delegation – Dan Burnham, Dublin  
Commissioner – Margaret Lynott, Swanzey



**NATURAL RESOURCES, FORESTRY and WILDLIFE**  
**Marshall Patmos - Extension Educator, Forest Resources**  
**2001**

The forest resource of Cheshire County is significant with eighty-nine percent of the land base (405,100 acres) forested with 96% of that (389,000 acres) owned by an estimated 5600 private landowners. The annual 20 million board feet of sawmill capacity and the 50 or more logging operators in the County significantly contribute to the areas economy and certainly to the state's \$1.7 billion forest industry. The forests of Cheshire also provide the backdrop for a healthy tourism and recreation industry which statewide provides 1/3 of the total revenue to state government and generates an estimated five billion dollars.

The mission of the Extension Forestry program is to provide educational information and assistance so that landowners, businesses, policy makers and the general public can make informed decisions about maintaining a healthy forest resource while sustaining economic viability

Information and assistance is provided to private woodland owners, primary processors, the general public, organizations and communities of Cheshire County. Supporting the Extension County Forester is a network of Extension Resource Specialists at UNH, specialists at the US Forest Service, NH Fish and Game and the NH Department of Resources and Economic Development including but not limited to the NH Division of Forests and Lands.

While some contacts are by phone or mail, many require a personal consultation, field visit and examination. Others can be addressed through a public forum, meetings, field demonstrations or workshops and through newsletters, bulletins, news articles and radio.

In 2001, 301 individual assists were given to landowners representing 6244 acres of forest land in the areas of the planning and implementation of forest management activities such as forest improvement thinnings, wildlife habitat improvement, protection, and best management practices.

An additional 110 assists were provided landowners in the utilization and marketing of forest products and 41 forest product processors ( loggers, mills, ) were helped.

Financial, economic and legal aspects of owning and managing forest land are important components of forest management with 118 individual assists provided last year in economics, taxes, regulations and legal issues.

Insects and diseases, pesticide use, water quality, environmental issues and community forestry are other areas of concern expressed by landowners, homeowners , communities and the general public in Cheshire County. Last year 224 assists were provided in these areas.

Providing information to the 23 communities of Cheshire County is an important component of the program. All communities receive Extension's bi-monthly newsletter, and other mailings of pertinent information relating to the forest resource. Last year 21 towns were individually assisted with issues such as tree planting, timber tax, current use assessment, Natural Resource Inventories, harvest laws and land protection.

Providing natural resource management assistance to the Cheshire County property in Westmoreland and Chesterfield is also part of the program. Assistance is provided with general forest land management including long range planning, wildlife habitat improvement, and timber and fuelwood production utilizing best management practices. The main objective is to develop and maintain a sound healthy sustainable forest resource while retaining economic viability of the property.

In addition to management assistance, UNH Cooperative Extension has an ongoing natural resource awareness and public education project at the Cheshire County Complex in Westmoreland.. More than 4000 feet of river and woodland trails have been developed and maintained on the property. On an annual basis, more than 2000 people participate in the 6 to 8 programs or workshops at the complex while many others use the river and woodland trails on their own. An invasive plant removal project and development of an osprey nesting site are also part of the effort. Working with volunteers and inmates is important to the success of the project

Information and educational efforts (news articles, radio, TV, group presentations) are critical to keep landowners, decision makers and the general public informed about the protection, management and benefits of a healthy forest resource.

Last year 24 public presentations were made to 1116 people, covering topics such as current use assessment, maple syrup production, estate planning, logger training, wildlife habitat, Christmas tree management, woodland management, invasive plants, urban forestry and permanent land protection were some of the topics of the presentations. In addition there were 41 media contacts (news articles, newsletter, radio, etc) on a wide range of topics.

Collaboration and contact with public and private natural resource organizations and agencies are important to prevent duplication of effort and dilution of resources.

The Extension forestry program has working relationships with other private and public groups and agencies such as the Farm Service Agency, Conservation District, Natural Resource Conservation Service, N.H. Division of Forest and Lands, NH Fish and Game, US Fish and Wildlife Service, N.H. Timberland Owners Association, Society for the Protection of N.H. Forests, Monadnock Conservancy, NH Audubon, the N.H. Tree Farm Program, forest industry and private licensed forestry consultants. Referrals and assistance to the private sector and encouragement of its development are important.

The Extension Forestry and Wildlife program has been providing unbiased, research-based forest resource education and information since 1925. The multiplier effects and benefits of the program continues to insure a sustainable and economically viable resource.

## **AGRICULTURAL RESOURCES**

**Bruce Clement – Extension Educator, Agricultural Resources**

Cheshire County has approximately 300 commercial farms including dairy, beef, sheep, goats, hogs, poultry, small fruits, tree fruits, vegetables, greenhouse crops, nursery crops, and even a few exotics such as llamas and beefalo. About 30 to 35 of these farms are full time operations, the rest are part time and supplement their family income with off farm activity. I view these commercial farmers as my primary audience and direct over 50% of my programming towards them. However, my audience is more diverse than that. I use a wide variety of approaches including workshops, field days, twilight meetings, information sheets and newsletters with the most effective approach being direct contact via farm and home visits, phone, and now email.

The new UNH Extension Family, Home, and Gardner Center info line (1-877-398-4769) has helped to handle some of the home horticulture demand. I still handle over 1000 requests for education on such subjects as home gardening, backyard farming, home pest control, insect & plant identification, pond management - almost anything that could conceivably be construed as having to do with agriculture and the home environment. I also do programs aimed at specific issues such as nutrient management, water quality, farmland conservation, and value added marketing.

Some of my programs and impacts for this past year are discussed below.

This was the third and final year of our Sustainable Agriculture Research & Education grant to study how to nutritionally supplement dairy sheep and dairy goats on intensively managed pastures. Results show that milk production can be maintained at the same level by feeding one fourth of the amount of concentrate per animal per day previously recommended - a significant cost saving.

With funding from a SARE Farmer Grant, I conducted a field trial at five farms in Cheshire & Sullivan counties on using Italian Ryegrass as a summer annual to provide grazing during the summer dry months. Due to drought and armyworm damage, the trial will be repeated in 2002.

I arranged a tour of manure handling facilities in Grafton County for members of our legislative delegation who serve on the County Farm committee to help them in deciding the best course of action for handling manure at the Cheshire County Farm.

I started the Keene Farmers Market in the 1970's. This summer I helped form a group that included farmers, Keene citizens, Keene City merchants, city councilors, city and regional planners. Named Friends of the Keene Farmers Market, goals for the next year include developing funding for a part time market manager position, building stronger support for the market within Keene city government, incorporating a permanent, covered facility into downtown development plans for the city of Keene, and building the numbers and diversity of farmers participating in the market.

Our county was hit with a severe infestation of the true armyworm on July 1<sup>st</sup>. The following weeks were spent alerting farmers and homeowners, helping them deal with the impact of this infestation. Approximately 1000 acres of hay and pasture land were severely damaged.

Value added marketing is the focus of many of my discussions with individual farmers. I worked with the Gowdy's (Walpole) and Pitcher Mt Farm (Stoddard) to improve their retail beef marketing and with Wellscroft Farm (Chesham) to help increase their income from wool by processing it into a wool blanket which they are marketing.

Workshops I planned and conducted included:

- A beginner level pasture management workshop held in Newport, NH attended by over 30 people.
- A three part series on farm planning and decision making in Walpole, Westmoreland, and Charlestown that had immediate impacts on the participants. Each farm developed goals, evaluated their record keeping systems, and discussed possible alternative enterprises.
- A one-day follow up session of our "Marketing U" that featured farmers presenting how they had used the knowledge and skills gained from the first session to improve their marketing efforts.
- A pilot Food Safety audit done by Nancy Bradford-Sisson and I at Dale Hubbard's Homestead Farm in Walpole using the "Critique Checklist for Safe Food Practices." As a result of the audit, Nancy did a follow-up session for employees on sanitizing techniques.
- My annual forage crop meeting attended by 35 farmers from across the state who learned about pesticide inspections, nutrient management, weed control strategies, Western Corn Rootworm control, worker protection standards, and received pesticide recertification credits.

Five new volunteers received Master Gardener training and began their volunteer commitment. This group began work on a water feature for the Maplewood Demonstration Garden. Master Gardeners from previous years are still involved and have continued to develop the herb garden. The fruit and vegetable garden under the leadership of Ann and Roger Sweet provides produce for the Keene Community Kitchen. The Master Gardeners also developed and staffed an informational booth at the Monadnock Flower Show. I organized the educational programs, which 300 people attended.

I have a good working relationship with NRCS, FSA and the Conservation District. Some projects we worked on together include the manure storage tour, pasture management workshop and dairy sheep and goat project. We also collaborate on farm visits and communicate frequently on natural resource related issues. Staff members from SW Regional Planning worked with me on strengthening the Keene Farmers Market and assisting Stonewall Farm.

Our county interdisciplinary project at the Cheshire County Farm Complex, in Westmoreland continues to increase public awareness, appreciation and understanding of our natural resources.

I serve on both the County Farm committee and the County Jail study committee. I'm also involved in regional livestock marketing efforts including the Northeast Sheep and Goat Marketing Program and the New England Livestock Alliance. Other activities include: serving on the NH Scrapie board, serving on the NH Dept of Agriculture Pesticide Committee, editing and publishing of the quarterly statewide newsletter, "Livestock Briefs", planning the educational program for the NH Sheep & Wool Festival, conducting the annual statewide Lambing Clinic attended by over 80 people.



## FAMILY DEVELOPMENT – 2001 Annual Report

Nancy Bradford-Sisson

Extension Educator, Family Development

Cooperative Extension Family Development is an educational outreach program of the University of New Hampshire that provides **Cheshire County residents** with research-based education and information that is available and affordable to all county residents. **A new educator completed her first year in 2001** and began initial educational efforts based on identified county needs in the areas of family resource management, human development (parenting/child care), food safety, and nutrition/wellness/physical activity. A variety of methods are utilized including group programs, newsletters, media and individual contacts. As a contributing writer to the “Wit and Wisdom” column on the Seniority page in the Sunday Keene Sentinel, a variety of issues have been addressed, e.g. food safety for Seniors. Cooperative Extension cooperates with many agencies and organizations to avoid duplication and maximize use of resources. **Information is often delivered through partnerships/collaborations** including with the following: Maplewood Nursing Home, Keene Health Department, Keene Housing Authority, Southwestern Community Services, RSVP/Monadnock Volunteer Center, Monadnock Senior Advocates, ServiceLink, Community Network Team, Keene School District, Monadnock Regional School District, Thayer High School, Hinsdale High School, Phoenix House Diversion Program, Cheshire Medical Center and HCS. For example, winter safety resource information/fact sheets was distributed at a Monadnock Senior Advocates presentation to 27 people from community groups/agencies that work with Seniors. Here are some **highlights of the programs that benefited Cheshire County families** during the past year.

### FAMILY RESOURCE MANAGEMENT

*To provide education so that individuals and families will reduce debt, increase saving, increase confidence in making financial decisions, evaluate choices in relationship to present and future financial goals and increase financial literacy.*

- Educational program series include: Planning Ahead Staying Ahead (for those eligible for public benefits), Making Money Work for You (for those struggling to make ends meet from paycheck to paycheck), Taking Charge of Your Finances (for those making ends meet each month but may be carrying too much debt and not saving as they should be able to) and Investing for Your Future (for those beginning investors wanting to learn basic investment concepts).
- Teachers from Keene High School, Monadnock Regional High School, Thayer Higher School and Hinsdale High School attended “High School Financial Planning Program” training and implemented the curriculum.
- Evaluations completed by Planning Ahead Staying Ahead Diversion program participants indicated that all participants either learned or reinforced financial knowledge; as a result of attending this program, they indicated plans to:
  - \$ “save more money wisely within my budget and eat more responsibly”
  - \$ “use money management procedures, shop by using labels, nutrition values, meal planning”
  - \$ “watch more closely on what I spend my money on and try to eat more healthy”
  - \$ “practice budgeting for and with my family”
  - \$ “try to manage my money better and try to eat better”

- \$ "save money and eat better"
- \$ "budget my money"
- \$ "change my shopping and spending habits"

### **HUMAN DEVELOPMENT (PARENTING/CHILD CARE)**

*To work with families and caregivers to develop confidence, knowledge and skills needed to be more effective parents and caregivers.*

- Families and caregivers receive parenting and child development information to gain the confidence, knowledge and skills to be more effective while raising children. During 2001, 514 families received the Cradle Crier or Toddler Tales newsletters mailed to their homes in sync with their children's ages. The information they received helped them to be better prepared to meet children's needs and stimulate their growth and development from birth to 24 months. Evaluations show that as a result of reading the newsletters:
    - ✓ 83% of respondents talk more with baby
    - ✓ 67% of respondents express more affection
    - ✓ 83% of respondents play more games
    - ✓ 75% of respondents teach baby more, respond more to cries and enjoy baby more
    - ✓ 92% of respondents allow baby to explore more.
- Representative comments shared on evaluations are: "Very helpful, I look forward to getting them to know what to expect in the coming months with my baby."; "It is especially helpful how it comes in the mail every month. I think we all put our baby books aside after the first few months."; "The newsletter helped me remember I'm not alone."

### **FOOD SAFETY**

*To share the latest food safety research in teaching consumers, training food service workers and reducing foodborne hazards in food production/processing/retail environment*

- Consumers gain information on safe food practices through consumer calls, group programs, food preservation fact sheets and food safety pamphlets. A free service is also offered to test pressure canner gauges. Educational programs for food service include SAFE and ServSafe®.
- End-of-the program evaluations for SAFE group education program for food service workers attended by 47 people from Monadnock Regional School District, Keene School District, Cheshire Medical Center and Cedarcrest indicated a 50% increase in knowledge about food safety and sanitation; some of the sanitation practices planned to be adopted or strengthened as a result of attending include:
  - washing hands between preparation of other foods
  - monitoring temperatures of food at all stages
  - reviewing their facility's sanitation procedures
  - better handwashing procedures
  - using separate cutting boards for meats and salads.
- Nineteen people attended ServSafe® sessions in Keene and took certification exam; participants included representatives from Keene School District, Monadnock Regional School District, Hinsdale Schools, Cedarcrest, Dunkin Donuts, HCS, Woodward Home, Genesis, Keene Country Club, Timoleon's Restaurant; 18 participants passed the certification exam with 15 receiving scores above 90 including 2 scores of 100.

## **4-H Youth Development**

**Lauren Bressett, 4-H Youth Development Educator**

**Andrea Sawyer, 4-H Youth Development Program Associate**

The mission of 4-H youth development is to provide positive experiences for all youth and adults to develop their individual potential as caring and contributing members of an ever-changing world. There are two major components: community development and positive youth development including administration of the 4-H club program in the county.

**Community Development** – *helping communities develop and sustain comprehensive programs, using sound practices that meet local youth needs and improve quality of life.*

Cheshire 4-H is a member of the regional coalition called the Monadnock Action Network with Youth. The 4-H Educator is on the steering committee and the education subcommittee. Efforts 4-H staff were involved with this year included: 5 presentations on the Community Role in Prevention, the MANY Youth Festival, and development of a strategic plan for the coalition. Educational sessions included training 67 teachers from SAU's 29, 38, and 60 in current trends and research in youth prevention and identification of resources to support their classroom efforts and teaching 27 programs reaching 802 people on topics that included the Monadnock Region Teen Assessment Project (TAP) results, Positive Parenting, Understanding Adolescent Risk Taking, Adolescent Development, and the family, school and community's role in prevention.

Extension distributed six parent newsletters of TAP to 4194 families of 7-12 graders in SAU 29, 6-12 graders in SAU 60, and all families of SAU 38. These informed parents about teen issues of substance use, teen depression and suicide, sexuality, parent-teen communication and relationships, and communities working together to address teen issues. The newsletters also provide suggestions of how parents can address these issues in their own families.

A Community Youth Action Planning event was organized. 135 youth and adults identified and prioritized actions for local Cheshire County youth issues and formed 6 action teams. A follow up training for the action teams was also carried out. In addition, as part of the 4-H Centennial, a county Conversation on Youth Development was held involving 35 teens and adults in identifying major community efforts that build positive youth development on the local level. Eleven Cheshire residents took the results to the State Conversation and 2 were chosen for the 10-person state delegation that participated in the National Conversation.

We collaborate with a variety of community organizations to address youth issues including: Council for a Healthier Community, Cheshire Coalition for Tobacco Free Youth, Acting Out, Monadnock Family Services, Cheshire County Human Services, Jobs for NH Grads, Keene YMCA, Monadnock United Way, Aids Services of the Monadnock Region, Cheshire Mediation, DCYF, KSC Early College Awareness Program, Winchester CAST, SAU 29 Safe and Drug Free Schools, Keene Youth Services, New Futures, NH Division of Alcohol and Drug Abuse Prevention and Recovery, Samariteen, and the Challenge Program.



**Positive Youth Development** - *providing training in positive youth which helps insure high quality leadership for 4-H Clubs, school enrichment and after school programs, and other community based youth programs. The focus in youth development is to help youth learn and practice life skills, those abilities that they will need throughout their life.*

In the Cheshire 4-H program 101 adults served as 4-H leaders and another 318 adults volunteered in roles such as activity assistants, judges, and chaperones. There were 346 youth enrolled in 4-H clubs and another 2203 youth participated in enrichment programs.

4-H members reported that they developed the following life skills last year:

92% Getting along with others	52% Cognitive & creative competence
85% Communicating effectively	34% Vocational competence
89% Making decisions	64% Understanding and liking oneself better
80% Goal setting and attainment	58% Citizenship and leadership
95% Working as a group member	90% Learning skills
63% Managing resources	

4-H members are expected to do service projects. Some projects this past year included: food drives, working in food kitchens, care packages for the homeless, centerpieces for the Senior Center and Community Kitchen, garden maintenance for local towns, bringing animals to visit the elderly. 329 4-H youth reported being involved in at least one service project.

County support for the 4-H club program is used to provide professional staff that oversee the program, train the volunteers, and insure that curriculum is based upon youth development research. Money for support of materials, recognition, and opportunities for the volunteers and youth comes from fundraising by the Cheshire 4-H Council, a non-profit entity. The 4-H Kitchen at the fairgrounds serves not only as a fundraiser for the Cheshire 4-H Council, but also as hands on experience in applying workforce skills. Over \$7800 was raised by the 224 members and 112 adults volunteering to work in the kitchen. An additional \$6307 was raised in other efforts. This money was used to purchase educational materials, support 14 county events, send teens and volunteers on to state and national conferences and events, and provide recognition to program participants.

Enrichment programs included: Career Readiness, County Government Day, Accepting Diversity (the Kids on the Block puppets and the International 4-H Youth Exchange), Bicycle Safety, Cow to School, Safe at Home, Environmental Stewardship, Life Skills, and High School Financial Planning.

As a result of the high quality of programming, Cheshire has a number of teens and who are offered experiences and honors beyond the county level. These include:

- ◆ 26 youth participate in the Eastern States Exposition agricultural shows
- ◆ 4 participate in New England Center activities at the Eastern States Exposition
- ◆ 11 serve on state curriculum committees
- ◆ 3 teens on the NH 4-H Teen Council
- ◆ 19 attend NH 4-H Teen Conference
- ◆ 6 participate in the Eastern National competition in quiz bowl and communications
- ◆ 4 adults attend the Northeast Leader Forum



## NUTRITION CONNECTIONS

Christine Parshall - Program Associate, Food and Nutrition

Nutrition Connections helps limited income families, individuals, and youth stretch their food dollars, maintain safe food practices in the home, and make healthy food choices. Additional programming teaches the basics of household financial management and improving fitness. Anyone eligible for food assistance programs such as WIC, Food Stamps, or reduced price school meals, is eligible for Nutrition Connections programs.

Curriculum materials are hands on and designed for people with a limited educational background. Activities such as label reading, meal planning and food preparation help people turn their knowledge into every day skills. Participants may receive home visits or enroll in group activities.

Adult participants are assessed in two ways when they begin and end a series of lessons. Each person completes a survey that asks them to report on behaviors related to shopping, food safety, meal planning practices and more. Each person also completes a twenty four hour diet history. The longer a person spends in a program, the more likely the assessment will show a significant impact.

Nutrition Connections staff also work with youth in school and after school settings. The main goal is to help children make healthy food choices. Children learn about basic nutrition and food safety, learn to read food labels, plan meals and snacks, and prepare fun foods.

In order to make the best use of community resources, Nutrition Connections staff collaborate with other agencies serving limited income audiences. Agencies such as the local housing authority, homeless coalition, developmental services, community mental health services are able to take advantage of our educational opportunities. Nutrition Connections programs are free to participants. Christine was on leave for six months in 2001. She worked with a total of 98 youth and 99 adults upon her return. Some highlights of the 2001 program year were:

- ◆ **North Walpole Elementary School:** An eight week program was presented for the third consecutive year to all grades at the school. At the end of the program over 90% of the children indicated a basic knowledge of the food guide pyramid and of safe food practices.
- ◆ **The Academy:** *Planning Ahead, Staying Ahead* is a curriculum which teaches both money management and food and nutrition skills. In the spring of 2001 10 Academy participants completed the program. As a result of attending the program participants plan to save more money, use food labels more often, watch their spending more closely, and eat more responsibly.
- ◆ **Produce For People:** A collaborative effort involving Stonewall Farm, UNHCE, Keene State College, Monadnock Family Services, Monadnock Developmental Services, the Monadnock Area Housing Coalition, and Phoenix House of Keene, participants worked at the farm's community supported agriculture garden, and then attended a cooking and nutrition class taught by KSC dietetic interns and Nutrition Connections staff. Approximately 50 people attended one or more sessions over the course of the summer.



## INDEPENDENT AUDITOR'S REPORT

MASON+RICH

PROFESSIONAL  
ASSOCIATION

CERTIFIED  
PUBLIC  
ACCOUNTANTS

February 26, 2002

Board of County Commissioners  
County of Cheshire, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Cheshire, New Hampshire as of and for the year ended December 31, 2001, as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of the County's component unit (Southwestern New Hampshire District Fire Mutual Aid). Those financial statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the component unit, is based on the report of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, based on our audit and the report of other auditors, the combined financial statements referred to above present fairly in all material respects, the financial position of the County of Cheshire, New Hampshire at December 31, 2001 and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our examination was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The accompanying combined and individual fund financial statements listed as supporting schedules in the table of contents are presented for purposes of additional analysis; they are not a required part of the combined financial statements and in our opinion, are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 26, 2002 on our consideration of the County's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Respectfully submitted,

*Mason+Rich, P.A.*

MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
PRIVATE COMPANIES  
PRACTICE SECTION

Visit us on the web: [www.masonrich.com](http://www.masonrich.com)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS AND DISCRETELY PRESENTED COMPONENT UNITS  
DECEMBER 31, 2001

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups			Totals (Memorandum Only)		Component Unit	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Service		General		Primary Government				
							Trust and Agency	Fixed Assets		Long-Term Debt			
<b>SETS</b>													
Cash and Equivalents	\$3,050,840	\$226,450	\$ -	\$200	\$211,328	\$534,980	\$ -	\$ -	\$ -	\$4,023,798	\$65,159	\$4,088,957	
Temporary Investments	797	-	2,132,219	-	-	23,648	-	-	-	2,156,664	-	2,156,664	
Accounts Receivable	205,676	-	-	773,825	-	16,081	-	-	-	995,582	80,368	1,075,950	
Due from Other Funds (Note 3)	2,563,892	2,799	492,950	649,853	-	-	-	-	-	3,709,494	9,566	3,719,080	
Due From Other Governments	72,621	-	-	-	-	-	-	-	-	72,621	-	72,621	
Inventories	-	-	-	52,853	-	-	-	-	-	52,853	-	52,853	
Deposits and Prepaids	49,472	-	-	2,405	84,613	-	-	-	-	136,490	-	136,490	
Property, Plant and Equipment	-	-	-	4,693,487	-	-	14,372,097	-	-	19,065,584	-	19,065,584	
Net of Accumulated Depreciation	-	-	-	-	-	-	-	-	2,600,000	2,600,000	-	2,600,000	
New Hampshire - Court System	-	-	-	-	-	-	-	-	11,086	11,086	-	11,086	
Amount to be Provided for Sick Pay	-	-	-	-	-	-	-	-	-	-	-	-	
Amount to be Provided in Future	-	-	-	-	-	-	-	-	3,925,000	3,925,000	66,247	3,991,247	
for Retirement of Long-Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL ASSETS</b>	<b>\$5,943,298</b>	<b>\$229,249</b>	<b>\$2,625,169</b>	<b>\$6,172,623</b>	<b>\$295,941</b>	<b>\$574,709</b>	<b>\$14,372,097</b>	<b>\$6,536,086</b>	<b>\$36,749,172</b>	<b>\$221,360</b>	<b>\$36,970,532</b>	<b>(Continued)</b>	

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS AND DISCRETELY PRESENTED COMPONENT UNITS  
DECEMBER 31, 2001

	Governmental Fund Types					Proprietary Fund Types		Fiduciary Fund Types		Account Groups			Totals (Memorandum Only)		Component Unit	Totals (Memorandum Only)	
	General		Special Revenue	Capital Projects		Enterprise	Internal Service	Trust and Agency	General Assets	Long-Term Debt	Primary Government						
<b>LIABILITIES AND FUND BALANCE</b>																	
<b>Liabilities</b>																	
Accounts Payable	\$1,820,361	\$	-	-	-	\$97,036	\$180,721	\$32,552	\$	-	\$	-	\$2,130,670	\$39,512	\$2,170,182		
Contracts Payable	-	-	-	605,713	-	-	-	-	-	-	-	-	605,713	-	605,713		
Retainage Payable	-	-	-	33,438	-	-	-	-	-	-	-	-	33,438	-	33,438		
Accrued Liabilities	247,156	-	-	-	-	484,246	-	-	-	-	-	-	731,402	93,338	824,740		
Due to Other Funds (Note 3)	1,168,469	-	2,111	57,353	-	2,395,850	2,974	82,737	-	-	-	-	3,709,494	9,586	3,719,080		
Deferred Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accrued Sick Pay	-	-	-	-	-	-	-	-	-	-	-	11,086	11,086	-	11,086		
Due to Specific Individuals and/or Groups	-	-	-	-	-	-	-	435,772	-	-	-	-	435,772	-	435,772		
Capital Lease Obligations	-	-	-	-	-	400,000	-	-	-	-	-	-	-	66,247	66,247		
Bonds/Note Payable (Note 6)	-	-	-	-	-	-	-	-	-	-	6,525,000	-	6,525,000	-	6,525,000		
Total Liabilities	3,235,986	2,111	-	696,504	-	3,377,132	183,695	551,061	-	-	6,536,086	-	14,582,575	208,683	14,791,258		
<b>Fund Balances</b>																	
Contributed Capital	-	-	-	-	-	1,787,280	-	-	-	-	-	-	1,787,280	-	1,787,280		
Investment in General Fixed Assets	-	-	-	-	-	-	-	-	14,372,097	-	-	-	14,372,097	-	14,372,097		
Retained Earnings (Deficit)	-	-	-	-	-	1,008,211	112,246	-	-	-	-	-	1,120,457	(35,908)	1,084,549		
Fund Balance:																	
Reserved for Encumbrances	74,737	62,386	-	-	-	-	-	-	-	-	-	-	137,123	-	137,123		
Reserved for Prepaids	49,472	-	-	-	-	-	-	-	-	-	-	-	49,472	-	49,472		
Unreserved:																	
Designated for Specific Capital Projects	-	-	-	1,928,665	-	-	-	-	-	-	-	-	1,928,665	-	1,928,665		
Designated for Specific Purposes	-	164,752	-	-	-	-	-	23,648	-	-	-	-	188,400	34,115	222,515		
Undesignated	2,583,103	-	-	-	-	-	-	-	-	-	-	-	2,583,103	14,470	2,597,573		
Total Fund Balance	2,707,312	227,138	-	1,928,665	-	2,795,491	112,246	23,648	-	14,372,097	-	-	22,166,597	12,677	22,179,274		
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	\$5,943,298	\$229,249	\$2,625,169	\$374,709	\$14,372,097	\$6,172,623	\$295,941	\$574,709	\$14,372,097	\$6,536,086	\$36,749,172	\$221,360	\$36,970,532				

The Accompanying Notes are an Integral Part of This Financial Statement



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS AND DISCRETELY PRESENTED COMPONENT UNITS  
 FOR THE YEAR ENDED DECEMBER 31, 2001

	Governmental Fund Types				Fiduciary		Totals (Memorandum Only)		Totals (Memorandum Only) Reporting Entity
	General	Special Revenue	Capital Projects	Expendable Trust	Primary Government	Component Unit			
<b>Revenues</b>									
Taxes	\$9,736,725	\$ -	\$ -	\$ -	\$9,736,725	\$ -			\$9,736,725
Intergovernmental	673,301	171,788	-	-	845,089	19,336			864,425
Charges for Services	1,668,750	33,243	-	-	1,701,993	742,075			2,444,068
Interest	136,856	7,958	48,162	983	193,959	1,380			195,339
Other	535,708	-	6,406	-	542,114	8,135			550,249
Total Revenues	12,751,340	212,989	54,568	983	13,019,880	770,926			13,790,806
<b>Expenditures</b>									
Current:									
General Government	1,993,528	178,051	-	-	2,171,579	-			2,171,579
Public Safety	3,344,847	-	-	-	3,344,847	698,261			4,043,108
Farm	335,125	-	-	-	335,125	-			335,125
Human Services	5,139,555	147,302	11,721	-	5,298,578	-			5,298,578
Capital Outlay	67,412	39,673	2,010,277	5,933	2,123,295	124,246			2,247,541
Debt Service	714,451	-	-	-	714,451	-			714,451
Total Expenditures	11,594,918	365,026	2,021,998	5,933	13,987,875	822,507			14,810,382
Excess (Deficiency) of Revenues Over Expenditures	1,156,422	(152,037)	(1,967,430)	(4,950)	(967,995)	(51,581)			(1,019,576)
<b>Other Financing Sources (Uses)</b>									
Proceeds of Long-term Debt	-	-	3,100,000	-	3,100,000	31,922			3,131,922
Operating Transfers In	192,836	185,090	-	-	377,926	5,780			383,706
Operating Transfers (Out)	(1,371,600)	(2,111)	(192,159)	-	(1,565,870)	(5,780)			(1,571,650)
Total Other Financing Sources (Uses)	(1,178,764)	182,979	2,907,841	-	1,912,056	31,922			1,943,978
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	(22,342)	30,942	940,411	(4,950)	944,061	(19,659)			924,402
Fund Balances, Beginning of Year, Restated	2,729,654	196,196	988,254	28,598	3,942,702	68,244			4,010,946
Fund Balances, End of Year	\$2,707,312	\$227,138	\$1,928,665	\$23,648	\$4,886,763	\$48,585			\$4,935,348

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES  
 FOR THE YEAR ENDED DECEMBER 31, 2001

	General Fund		Variance Favorable (Unfavorable)	Budgeted Special Revenue Funds		Variance Favorable (Unfavorable)
	Budget	Actual		Budget	Actual	
<b>Revenues</b>						
Taxes	\$9,736,725	\$9,736,725	\$ -	\$ -	\$ -	\$ -
Intergovernmental	686,758	673,301	(13,457)	-	-	-
Charges for Services	1,451,144	1,668,750	217,606	-	-	-
Interest	211,000	136,856	(74,144)	-	72	72
Other	493,920	535,708	41,788	-	-	-
Total Revenues	12,579,547	12,751,340	171,793	-	72	72
<b>Expenditures</b>						
Current:						
General Government	2,004,970	1,993,528	11,442	181,620	178,051	3,569
Public Safety	3,414,912	3,344,847	70,065	-	-	-
Farm	317,795	335,125	(17,330)	-	-	-
Human Services	6,073,038	5,139,555	933,483	-	-	-
Capital Outlay	160,140	67,412	92,728	-	-	-
Debt Retirement	783,780	714,451	69,329	-	-	-
Total Expenditures	12,754,635	11,594,918	1,159,717	181,620	178,051	3,569
Excess (Deficiency) of Revenues Over Expenditures	(\$175,088)	\$1,156,422	\$1,331,510	(\$181,620)	(\$177,979)	\$3,641
						(Continued)

(Continued)

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001

	General Fund		Budgeted Special Revenue Funds	
	Budget	Actual	Variance Favorable (Unfavorable)	Variance Favorable (Unfavorable)
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	\$341,200	\$192,836	(\$148,364)	(\$1,530)
Operating Transfers (Out)	(1,054,997)	(1,371,600)	(316,703)	(2,111)
Total Other Financing Sources (Uses)	(713,697)	(1,178,764)	(465,067)	(3,641)
<u>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (Budgetary Basis) (Note 9)</u>	(888,785)	(22,342)	866,443	-
Adjustments:				
Non Budgeted Special Revenue Funds Not Included In Adopted Budget	-	-	-	30,942
<u>Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses) (GAAP Basis)</u>	(888,785)	(22,342)	866,443	30,942
Fund Balance, Beginning of Year, Restated	2,729,654	2,729,654	-	-
Fund Balance, End of Year	\$1,840,869	\$2,707,312	\$866,443	\$30,942

This statement presents comparisons of the legally adopted budget (more fully described in Note 1) with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resultant basis, timing, perspective and entity differences in the excess (deficiency) of revenues and other sources of financial resources over expenditures and other uses of financial resources for the year is presented.

The Accompanying Notes are an Integral Part of This Financial Statement

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
COMBINED STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN  
RETAINED EARNINGS/FUND BALANCE  
ALL PROPRIETARY FUND TYPES AND DISCRETELY PRESENTED COMPONENT UNITS  
FOR THE YEAR ENDED DECEMBER 31, 2001

	Proprietary Fund Types		Totals		Totals	
	Enterprise Funds	Internal Service Fund	(Memorandum Only)	Primary Government	Component Unit	(Memorandum Only) Reporting Entity
<b>Operating Revenues</b>						
Charges for Services	\$7,640,518	\$1,428,276	\$9,068,794		\$203,807	\$9,272,601
Miscellaneous	779,567	-	779,567		-	779,567
Total Operating Revenues	8,420,085	1,428,276	9,848,361		203,807	10,052,168
<b>Operating Expenses</b>						
General Operating Expenses	9,455,599	1,324,400	10,779,999		244,071	11,024,070
Depreciation	349,044	-	349,044		-	349,044
Total Operating Expenses	9,804,643	1,324,400	11,129,043		244,071	11,373,114
Operating Income (Loss)	(1,384,558)	103,876	(1,280,682)		(40,264)	(1,320,946)
<b>Non-Operating Revenues (Expenses)</b>						
Interest	(34,796)	7,499	(27,297)		94	(27,203)
Bad Debt Recovery (Expense)	2,404	-	2,404		-	2,404
Total Non-Operating Revenues (Expenses)	(32,392)	7,499	(24,893)		94	(24,799)
Net Income (Loss) Before Operating Transfers	(1,416,950)	111,375	(1,305,575)		(40,170)	(1,345,745)
<b>Operating Transfers In (Out)</b>						
Operating Transfers In	1,288,098	-	1,288,098		-	1,288,098
Operating Transfers (Out)	-	(100,000)	(100,000)		-	(100,000)
Total Operating Transfers In (Out)	1,288,098	(100,000)	1,188,098		-	1,188,098
Net Income (Loss)	(128,852)	11,375	(117,477)		(40,170)	(157,647)
Retained Earnings, Beginning of Year, As Restated	1,137,063	100,671	1,237,734		4,262	1,242,196
Retained Earnings, End of Year	\$1,008,211	\$112,246	\$1,120,457		(\$35,908)	\$1,084,549

The Accompanying Notes are an Integral Part of This Financial Statement



COUNTY OF CHESTER, NEW HAMPSHIRE  
COMBINED STATEMENT OF CASH FLOWS  
ALL PROPRIETARY FUND TYPES AND DISCREETLY PRESENTED COMPONENT UNITS  
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS  
FOR THE YEAR ENDED DECEMBER 31, 2001

	Proprietary Fund Types			Totals	
	Enterprise Funds	Internal Service Fund	Only	(Memorandum Only)	Totals
			Government	Reporting Entity	
<b>Cash Flows from Operating Activities</b>					
Net Operating Income (Loss), Exhibit D	(\$1,384,558)	\$103,876	(\$1,280,682)	(\$40,244)	(\$1,320,946)
Adjustments to Reconcile Net Operating Income (Loss) To Net Cash Provided by Operating Activities:					
Depreciation	349,044	-	\$349,044	-	349,044
Other Operating Expenses	2,404	-	2,404	-	2,404
(Change in Operating Assets and Liabilities):					
(Increase) Decrease in Operating Assets:					
Accounts Receivable	6,738	-	6,738	(5,433)	1,305
Inventories	(7,674)	-	(7,674)	-	(7,674)
Deposits and Prepaids	(1,072)	9,978	8,906	-	8,906
Due from Other Funds	(510,541)	100,095	(410,446)	-	(410,446)
Increase (Decrease) in Operating Liabilities:					
Accounts Payable	(47,436)	59,944	16,508	13,563	30,071
Due To Other Funds	578,083	(161,475)	416,608	-	416,608
Accrued Expenses/Other Liabilities	(32,176)	-	(32,176)	10,000	(22,176)
Total Adjustments	341,270	8,542	349,912	18,130	368,042
Net Cash Provided (Used) by Operating Activities	(1,043,188)	112,418	(930,770)	(22,134)	(952,904)
<b>Cash Flows from Noncapital Financing Activities</b>					
Operating Transfers in from Other Funds	1,288,098	-	1,288,098	-	1,288,098
Interest from County	-	-	-	175,000	175,000
Payment of Advances from County	-	-	-	(147,400)	(147,400)
Repayment of Interfund Advances	-	-	-	(2,578)	(2,578)
Operating Transfers (Out) to Other Funds	-	(100,000)	(100,000)	-	(100,000)
Net Cash Provided (Used) by Noncapital Financing Activities	1,288,098	(100,000)	1,188,098	25,022	1,213,120
<b>Cash Flows from Capital and Related Financing Activities</b>					
Principal Paid on Bonds	(100,000)	-	(100,000)	-	(100,000)
Interest Paid on Bonds	(36,000)	-	(36,000)	-	(36,000)
Borrowing Under Capital Lease Obligations	-	-	-	15,370	15,370
Acquisition of Improvements and Equipment	(108,910)	-	(108,910)	(15,370)	(124,280)
Net Cash Provided (Used) for Capital and Related Financing Activities	(244,910)	-	(244,910)	-	(244,910)
<b>Cash Flows from Investing Activities</b>					
Interest Earnings on Investments	-	7,499	7,499	94	7,593
Net Cash Provided (Used) From Investing Activities	-	7,499	7,499	94	7,593
Increase (Decrease) in Cash and Cash Equivalents	-	19,917	19,917	2,982	22,899
Cash and Cash Equivalents at Beginning of Year	200	197,411	197,611	11,487	203,098
Cash and Cash Equivalents at End of Year	\$200	\$217,328	\$217,528	\$14,469	\$232,997
Noncash Transactions					
Additions to Plant from Contributed Capital	\$	\$	\$	\$	\$

The Accompanying Notes are an Integral Part of This Financial Statement

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The accompanying financial statements include the transactions of all funds and account groups of the County of Cheshire, New Hampshire and other governmental organizations included in the County's reporting entity because of the significance or their operations or financial relationships with the County in accordance with the criteria set forth by the Governmental Accounting Standards Board. The funds are established under the authority of the County and their operations as reflected in these financial statements are those under the control of the County. The account groups are those required by financial reporting standards for governmental units.

The Southwestern New Hampshire District Fire Mutual Aid is discretely presented in accordance with GASB No. 14 in the general purpose financial statements. Component units are legally separate organizations for which elected officials of the primary government are financially accountable. The County is considered financially accountable if it appoints a voting majority of the organization's governing body and is either (1) able to impose its will on that organization or (2) there is potential for the organization to provide financial benefits to, or impose specific financial burdens on, the County. The County may be financially accountable if an organization is fiscally dependent on the County. The County Commissioners and Delegation approve the annual operating budgets for the Fire Mutual Aid District and provides the majority of the District's revenues.

The Southwestern New Hampshire District Mutual Aid is a municipal corporation authorized under RSA 154:30-a and provides emergency dispatch and fire mutual aid services for its seventy-four member communities. Separately issued financial statements of the District may be obtained from Southwestern New Hampshire District Fire Mutual Aid, 32 Vernon Street, Keene, New Hampshire 03431.

There are no other component units of the County requiring either blended or discrete presentation.

B. Basis of Presentation

I. Fund Accounting

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equities, revenues and expenditures or expenses, as appropriate. The various funds are grouped in the financial statements in this report into five generic fund types and three broad fund categories as follows:

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

Governmental Funds

- (1) General Fund - The General Fund is the general operating fund of the County. All general tax revenues and other receipts that are not allocated by law or contractual agreement to other funds are accounted for in this fund. From this fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds.
- (2) Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.
- (3) Capital Projects Funds - Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by special assessment or enterprise operations.

Proprietary Funds

- (4) Enterprise Funds - Enterprise Funds (County Nursing Home) are used to account for operations (a) that are financed and operated in a manner similar to business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.
- (5) Internal Service Fund - Internal Service Funds are used to account financing of goods or services provided by one department to other departments of the County on a cost-reimbursement basis. The County's internal service fund is its Health and Dental Insurance Fund.

Fiduciary Funds

- (6) Trust and Agency Funds - Fiduciary Funds are used to account for assets held by the County as an agent for individuals, private organizations, other governmental units and/or other funds. Trust and Agency Funds include Expendable Trust and Agency Funds. Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency Funds are custodial in nature (assets equals liabilities) and do not involve measurement of results of operations.

II. Account Groups

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

General Fixed Assets Account Group

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

Fixed assets purchased after December 31, 1978 are stated at cost. Fixed assets purchased prior to December 31, 1978 are stated at estimated historical cost. Donated fixed assets are valued at their estimated fair-market value on the date donated.

General Long-Term Debt Account Group

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, they should not be considered "available spendable resources", since they do not represent net current assets. Recognition of governmental fund type revenues represented by noncurrent receivables are deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures of fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

All Enterprise Funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary Fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the estimated useful lives using the straight line method. The estimated useful lives are as follows:

Maplewood Nursing Home Buildings	15-40 Years
Maplewood Nursing Home Equipment	4-25 Years

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

(Continued)



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

County tax revenues are recognized in the year for which taxes have been levied to the extent that they become available, i.e., due or receivable within the current fiscal year and collected within the current period or within 60 days of year end.

Licenses and permits, charges for services and other revenues are recorded as revenues when received in cash as they are generally not measurable until actually received. Investment earnings are recorded as earned if they are both measurable and available.

In applying the susceptible to accrual concept to intergovernmental revenues (grants, subsidies and shared revenues), the legal and contractual requirements of the numerous individual programs are used as a guidance. There are however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the County; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and nearly irrevocable, i.e., revocable only for failure to comply with prescribed compliance requirements, e.g., equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the criterion of availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt which is recognized when due; and (2) prepaid expenditures.

#### Proprietary Fund Accounting

The County has implemented Statement No. 20 of the Governmental Accounting Standards Board (GASB), "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting". This Statement provides guidance on the applicability of accounting pronouncements from other standard setting organizations. Under the County's election, its proprietary funds must apply all GASB pronouncements and the following pronouncements issued before November 30, 1989 unless they contradict GASB pronouncements: Statements and Interpretations of the Financial Accounting Standards Board, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee on Accounting Procedures.

#### D. Budgets and Budgetary Accounting

The County observes the following procedures in establishing the budgetary data reflected in the financial statements:

1. The County Commissioners deliver or mail to each member of the County Convention and to the Chairman of the Board of Selectmen in each town and the Mayor of each city within the County and to the Secretary of State prior to December 1, annually, their operating budget for the ensuing calendar year, together with a statement of actual expenditures and income for at least nine months of the preceding calendar year.
2. Within ten to twenty days after mailing the budget, a public hearing is held on the budget estimates as submitted by the Commissioners.
3. Twenty-eight days must elapse after the mailing of the operating budget before the County Convention may vote on the appropriations for the ensuing budget period.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

4. The County Convention must adopt its annual budget no later than March 31.
5. The final form of the County Budget is filed with the Secretary of State's office and the Commissioner of Revenue Administration no later than thirty days after the budget is adopted.
6. The Commissioners are authorized to transfer budget amounts from department to department. However, any revisions that alter the total expenditures of any fund must be approved by the Executive Committee of the delegation.
7. Except for the payment of judgements rendered against the County, expenditures cannot exceed the total appropriations which the County Convention has voted.
8. The Commissioners may apply to the County Convention for a supplemental appropriation to be made subsequent to the adoption of the annual County budget. The budget reflected in the financial statements includes two supplemental appropriations approved by the delegation.
9. Budget appropriations lapse at year end except for any outstanding encumbrances or approved appropriation carryovers.
10. Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds (County Extension Service) and the Enterprise Fund (County Nursing Home). The County legally adopts one inclusive budget for the General, Special Revenue and Enterprise Funds.
11. Budgets for Governmental Funds are adopted on a basis consistent with generally accepted accounting principles. Budgets for the Enterprise Funds are adopted on a basis which is not consistent with GAAP. Their budgets are prepared on a spending measurement focus using the modified accrual basis of accounting while the Enterprise Fund is reported on a cost of services measurement focus using the accrual basis of accounting.

E. Deposits and Temporary Investments

Cash and Cash Equivalents

For purposes of the statement of cash flows, all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered to be cash equivalents.

Deposits

Deposits are carried at cost plus interest earned to year end. The carrying amount of deposits is separately displayed on the balance sheet as "Cash and Temporary Investments".

At year end the carrying amount of the County's deposits was \$6,156,017 and the bank balance was \$6,399,488. Of the bank balance \$300,000 was covered by federal depository insurance, \$3,078,093 was collateralized by U.S. Government Notes, and \$3,021,395 was uncollateralized, (\$99,745 Special Revenue, \$2,132,219 Capital Projects, \$211,328 Internal Service Fund and \$578,103 Agency).

Cash and equivalents for the component unit at year end totaled \$65,159. All bank balances of these deposits were insured by Federal Depository Insurance (FDIC).

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

Temporary Investments

Temporary investments consist of certificates of deposit, repurchase agreements and/or investments in the Public Deposit Investment Pool and are reported at cost, which approximates market value.

The County Treasurer is authorized by State statutes and with the approval of the Commissioners to invest excess funds "in obligations of the U.S. Government, in the Public Deposit Investment Pool established in accordance with RSA 383:22-24, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws or in the State of New Hampshire or in national banks located within the State or the State of Massachusetts".

New Hampshire Public Deposit Investment Pool

The County participates in the New Hampshire Public Deposit Investment Pool established in accordance with N.H. RSA 383:22-24. Total County funds on deposit with the Pool at year end were \$24,445 and are reported as temporary investments on the General Fund (\$797) and Trust and Agency Funds (\$23,648). Based on GASB Statement No. 3, investments with the Pool are considered to be unclassified. At this time, the Pool's investments are limited to "short-term U.S. Treasury and U.S. Government Agency obligations, State of New Hampshire and New Hampshire municipal obligations, certificates of deposit from A1/P1-rated banks, money market mutual funds (maximum of 20% of portfolio), overnight to 30-day repurchase agreements (no limit, but collateral level at 102% in U.S. Treasury and Government Agency instruments delivered to the Custodian of the Pool) and reverse overnight repurchase agreements with primary dealers or dealer banks."

The Pool is operated under contract with a private investment advisor, approved by the State Bank Commissioner and the advisory committee created under RSA 383:24. The Pool is a 2a7-like pool which means that it is not registered with the Securities Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. Cost and market value of the Pool's investments are the same.

Cash Overdraft

The County's General Fund checking account operates as a sweep account i.e. amounts in excess of the minimum balance are automatically invested in overnight repurchase agreements. Overdrafts at year end are covered by maturing repurchase agreements.

F. Accounts Receivable - Enterprise Fund

Enterprise fund accounts receivable are reported net of an allowance for doubtful accounts of \$25,000.

G. Inventories

Inventories of the Enterprise Funds (County Nursing Home) consist of materials and supplies and are recorded at the lower of cost (first-in, first-out basis) or market.

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

H. Prepaid Expenses

Prepaid expenses of the General Fund are for prepaid fuel oil, grain and maintenance contracts payments. Reported prepaid expenses are equally offset by a fund balance reserve account (reserve for prepaid expenses) as they do not represent "available spendable resources" even though they are a component of net current assets.

I. Interfund Receivables

Interfund loans receivable (reported in the "due from" asset accounts) are considered available spendable resources.

J. Accumulated Unpaid Vacation and Sick Pay

Statement 4 of the NCGA requires that the current portion of vacation liabilities be reported on the governmental fund balance sheets. The County's accrued accumulated vacation in the General Fund was \$109,653.

At the Nursing Home, vacation may be accrued to one and one-half times the employee's maximum. Any vacation accrued beyond this amount will be forfeited.

At the Nursing Home (Enterprise Fund), employees are allowed to take a given holiday on or after the holiday. Annual accrued holiday time must be taken within sixty days of the new calendar year. Consequently, the Nursing Home accrues accumulated unpaid vacation pay and recognizes the expense in the period the pay is earned. The accumulated accrual at year end was \$196,926.

Sick leave accumulates at the rate of up to ten days per year and may be accumulated to a maximum of sixty days.

Under the current sick leave policy, upon accumulation of sixty days sick leave, all sick leave days over sixty days are paid to the employee at the end of the year, at the rate of one-half day per day accumulated. Employees may not carry over such compensation to subsequent years nor are they eligible to be paid for any unused sick leave time should they terminate their employment. However, when the current sick leave policy was adopted in 1982, accumulated sick leave to that time vested for those employees who were hired prior to 1978.

K. Accrued Liabilities

Accrued liabilities of the Enterprise Fund (County Nursing Home) are comprised of the following:

Accrued Payroll and Related Items	\$282,507
Accrued Vacation and Holiday Leave	196,926
Accrued Interest	<u>4,813</u>
Total Accrued Expenses	<u>\$484,246</u>

L. Total Columns (Memorandum Only) on Combined Statements

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or change in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

(Continued)



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

NOTE 2 - PENSION FUND

Plan Description - Substantially all County employees participate in the State of New Hampshire Retirement System (the System), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS). All County full-time employees must participate in the System. The System is divided into two employee groups: Group I which includes all employees except fire fighters and police officers and Group II which is for fire fighters and police officers (Sheriff's Department and Correctional Officers). The New Hampshire Retirement System issues annually a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire.

Group I employees who retire at or after age 60 are entitled to retirement benefits equal to 1.667% of the average of their three highest paid years of compensation, multiplied by their years of service. Earlier retirement allowances at reduced rates are available after age 50 and 10 years of service. Benefits fully vest upon reaching 20 years of service or attaining age 60.

Group II employees who attain age 45 with 20 years or more of service or after reaching age 65 as contributing members are entitled to retirement benefits equal to 2.5% of the average of their three highest paid years of service, multiplied by their years of service, not to exceed 40. Benefits vest ratably beginning after 10 years of service.

The System also provides death and disability benefits. Cost-of-living increases have been periodically granted to retirees by the State Legislature.

Funding Policy - The System is funded by contributions from both the employees and employers. Group I Employees are required by State statute to contribute 5.0 percent of gross earnings up to the Social Security taxable wage limit. Amounts in excess of the limit are at 9.2 percent. Group II employees are required to contribute 9.3 percent of their gross earnings. The employer must, under the same statute, contribute monthly at an actuarially determined rate. The current rate is 2.8% to 3.45% of covered payroll. The contribution requirement for the year was \$655,546, which consisted of \$284,304 from the County and \$371,242 from employees. The County's contributions to the System for the years ended December 31, 2000 and 1999 were \$269,300 and \$239,761 respectively, which were equal to the amount required under State statute to be contributed for each year.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

NOTE 3 - INDIVIDUAL FUND INTERFUND RECEIVABLES AND PAYABLES

The balances at year end were:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 2,563,892	\$1,168,469
Special Revenue Funds:		
County Extension Service	-	2,111
Deeds Surcharge Fund	<u>2,799</u>	<u>-</u>
Total Special Revenue	<u>2,799</u>	<u>2,111</u>
Capital Projects:		
Jail Capital Reserve	-	903
Nursing Home Capital Reserve	-	55,038
Administrative Building Capital Reserve	-	1,412
Jail Expansion Fund	<u>492,950</u>	<u>-</u>
Total Capital Projects	<u>492,950</u>	<u>57,353</u>
Enterprise Fund:		
Nursing Home	<u>649,853</u>	<u>2,395,850</u>
Total Enterprise Funds	649,853	2,395,850
Internal Service Funds:	<u>-</u>	<u>2,974</u>
Agency Funds:		
Sheriff's Escrow and Fees	-	9,036
Register of Deeds	<u>-</u>	<u>73,701</u>
Total Agency Funds	<u>-</u>	<u>82,737</u>
Total Primary Government	3,709,494	3,709,494
Component Unit	<u>9,586</u>	<u>9,586</u>
Total Reporting Entity	<u>\$ 3,719,080</u>	<u>\$3,719,080</u>

NOTE 4 - DUE FROM/TO OTHER GOVERNMENTS

Amounts Due From/To Other Governments Include:

Due From Other Governments

General Fund:	
Victim Witness and District Court Victim Witness Grant	\$ 7,739
Prosecutor's Grant	3,766
Drug Task Force Grant	4,611
Case Manager Grant	6,750
UST Cleanup	946
Federal Government	<u>48,809</u>
Total	<u>\$ 72,621</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

NOTE 5 - FIXED ASSETS

Changes in General Fixed Assets:

<u>Cost or Estimated Value</u>	<u>Beginning of Year</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance End of Year</u>
Building and Land:				
General Government and Jail	\$ 9,877,910	\$ 30,000	\$ -	\$ 9,907,910
Farm	1,091,400	-	-	1,091,400
Equipment:				
General Government and Jail	1,012,170	47,228	-	1,059,398
Farm	276,492	26,800		303,292
Construction in Progress:				
Jaffrey District Courthouse	-	1,981,247		1,981,247
Jail Expansion	-	28,850	-	28,850
Total	<u>\$12,257,972</u>	<u>\$ 2,114,125</u>	<u>\$ -</u>	<u>\$14,372,097</u>

Property, Plant and Equipment - (Enterprise Fund) depreciable assets at year end are summarized as follows:

<u>Description</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Depreciated Value</u>
Land and Improvements	\$ 565,334	\$ (243,192)	\$ 322,142
Water System	753,597	(289,253)	464,344
Waste Water System	364,343	(85,401)	278,942
Building and Improvements	5,679,840	(2,680,757)	2,999,083
Vehicles	131,695	(110,438)	21,257
Equipment	<u>1,285,854</u>	<u>(678,135)</u>	<u>607,719</u>
Total	<u>\$ 8,780,663</u>	<u>\$ (4,087,176)</u>	<u>\$ 4,693,487</u>

NOTE 6 - LONG-TERM DEBT

The following is a summary of the long-term debt transactions of the County for the year:

Payable at January 1	\$4,274,257
Bond Proceeds	3,100,000
Bonds Retired	(425,000)
Payments on Capital Leases	(13,551)
Net Change in Accrued Sick Leave	<u>380</u>
Payable at December 31	<u>\$6,936,086</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

Long-term debt payable is comprised of the following issues:

General Long-Term Debt Account Group:

\$4,400,000 - 1997 Assisted Living/Nursing Home Improvements Bonds, Due in Annual Installments of \$325,000 to \$310,000 Through August 2012; Interest at 4.50% to 5.10%.	\$3,425,000
\$2,600,000 - 2001 Jaffrey District Court Bonds, Due in Annual Installments of \$130,000 Through October 2021; Interest at 3.875% to 4.85%.	2,600,000
\$500,000 - 2001 Correctional Facility Design Bonds, Due in Annual Installments of \$25,000 Through October 2021; Interest at 3.875% to 4.85%.	500,000
Total General Long-Term Debt Account Group	<u>6,525,000</u>

Nursing Home Bonds and Notes Payable:

\$4,223,000 - 1975 Nursing Home Bonds, Due in Annual Installments of \$150,000 to \$100,000 Through November 2005; Interest at 7.20%.	400,000
Total Nursing Home	400,000
Total Bonds and Note Payable	<u>\$6,925,000</u>

The annual requirements to amortize all debt outstanding are as follows:

Year Ended December 31	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2002	\$ 580,000	\$ 324,494	\$ 904,494
2003	565,000	296,338	861,338
2004	565,000	268,561	833,561
2005	565,000	240,785	805,785
2006	<u>465,000</u>	<u>213,009</u>	<u>678,009</u>
Subtotal	2,740,000	1,343,187	4,083,187
Thereafter	<u>4,185,000</u>	<u>1,166,259</u>	<u>5,351,259</u>
Total	<u>\$6,925,000</u>	<u>\$2,509,446</u>	<u>\$9,434,446</u>

The following is a summary of the general long-term debt transactions of the component unit for the fiscal year ended December 31, 2001:

	<u>Capital Leases Payable</u>
Payable at January 1	\$ 38,252
Additions to Capital Leases	47,292
Payments on Capital Leases	<u>(19,297)</u>
Payable at December 31	<u>\$ 66,247</u>

(Continued)



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

General long-term debt of the component unit at year end is comprised of the following individual issues:

<u>Description of Issue</u>	<u>Original Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Interest Rate %</u>	<u>Outstanding at Year End</u>
<u>Capital Leases Payable</u>					
Communications Equipment	\$ 56,187	10/1/98	10/1/04	6.700	\$ 25,515
2001 Ford Expedition	31,922	07/13/01	07/27/04	0.90	27,538
Communications System Analyzer	15,370	07/12/01	07/12/04	12.66	<u>13,194</u>
Total					<u>\$ 66,247</u>

The annual requirements to amortize capital leases of the component unit outstanding at year end, including interest payments, are as follows:

<u>Capital Leases Payable</u>			
<u>Fiscal Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2002	\$ 23,334	\$ 3,312	\$ 26,646
2003	24,605	2,042	26,647
2004	<u>18,308</u>	<u>737</u>	<u>19,045</u>
Total	<u>\$ 66,247</u>	<u>\$ 6,091</u>	<u>\$ 72,338</u>

NOTE 7 - RESERVES AND DESIGNATIONS OF FUND EQUITY

The County has set up "reserves" of fund equity to segregate fund balances which are not available for expenditure in the future or which are legally set aside for a specific future use. Fund "Designations" have also been established to indicate tentative plans for future financial utilization.

Reserved for Encumbrances - Encumbrances of fund balances of the General Fund are carried forward to the subsequent fiscal year. Encumbrances outstanding at year end are reported as reservations of fund balances since they do not yet constitute expenditures or liabilities.

The amount represents appropriation carryovers as follows:

<u>General Fund:</u>	
Commissioners' Office	\$ 23,547
County Attorney	664
House of Corrections	120
<u>Capital Outlay:</u>	
Wastewater Treatment	43,811
Sheriff	1,470
Courthouse	<u>5,125</u>
Total General Fund	<u>74,737</u>
<u>Special Revenue Funds:</u>	
Juvenile Placement Fund	<u>62,386</u>
Total Special Revenue Fund	<u>62,386</u>
Total	<u>\$137,123</u>

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

Designated for Specific Capital Projects - Designated for specific future capital outlay requirements as follows:

Capital Reserves:	
Courthouse	\$ 36,236
Jail	100,664
Nursing Home	343,736
Farm Building	49,816
Farm Equipment	13,699
Waste Water Treatment	28,031
Finance - Computer	64,027
Administration Building	46,334
Legal	28,965
Tank Replacement	66,659
Assisted Living	3,629
Youth Placement	44,488
Jaffrey District Court	631,231
Jail Expansion	<u>471,150</u>
Total	<u>\$1,928,665</u>

Designated for Specific Purposes - Designated for future expenditures of that fund as follows:

Special Revenues:	
Extension Service	\$ 1,000
Juvenile Incentive Fund	157,008
Deeds Surcharge Fund	<u>6,744</u>
Total Special Revenue	164,752
Trust Funds:	
Heman Chase Expendable Trust	748
Wellington Trust Fund	<u>22,900</u>
Total Primary Government	188,400
Component Unit	<u>34,115</u>
Total Reporting Entity	<u>\$222,515</u>

NOTE 8 - CONTINGENCIES - GRANTS

The County participated in a federally-assisted contract for services with the Department of Health and Human Services, Medicaid (Title XIX) through the New Hampshire Department of Health and Human Services, and various grants through the New Hampshire Attorney General's Office, the Department of Housing and Urban Development (Office of State Planning), and the Department of Education. The contract and the loan/grants are subject to compliance audits by the contractors or grant agencies or their representatives.

The audits of the contract and loan/grant programs for or including the year ended December 31, 2001 have not yet been reviewed by the contractor or grant agencies. Accordingly, the County's compliance with applicable contract requirements will be established at some future date after the contractor's review. The amount if any, of expenditures which may be disallowed by the contracting agencies cannot be determined at this time, although the County expects such amounts if any, to be immaterial.

(Continued)

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

NOTE 9 - BUDGETED DECREASE IN FUND BALANCE-GENERAL FUND

The \$888,785 budgeted decrease in fund balance shown on Exhibit C represents fund balance of \$750,000 budgeted by the County to reduce the County taxes and \$138,785 of prior year encumbrances.

NOTE 10 - LITIGATION

Several suits are pending against the County in connection with various incidents. No provision has been made for the potential loss, if any, in these financial statements. Losses this high are deemed unlikely by County management and management intends to vigorously defend these actions.

NOTE 11 - RISK MANAGEMENT

The County is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County, along with numerous other municipalities in the State, is a member of three public entity risk pools in the State currently operating as a common risk management and insurance program for which all political subdivisions in the State of New Hampshire are eligible to participate. The pools provide coverage for workers' compensation, unemployment and property liability insurance. The County pays annual premiums to the pools for its various insurance coverage.

NOTE 12 - RESTATEMENT OF BEGINNING FUND EQUITY

Beginning fund equity balances have been restated as follows:

General Fund:

Fund Balance, as Previously Reported	\$2,608,013
Remove the Liability Due to the State of New Hampshire for Previous Years' APTD and OAA Cases - the State Will Now Not Bill the County for These Old Cases.	<u>121,641</u>
Fund Balance, as Restated	<u>\$2,729,654</u>

Enterprise Funds (Nursing Home):

Beginning Retained Earnings had Been Restated as Follows:

Retained Earnings, as Previously Reported	\$1,152,771
Restatement of Retained Earnings, Refund of Prior Year's Revenues as a Result of a Medicare Audit.	<u>(15,708)</u>
Retained Earnings, as Restated	<u>\$1,137,063</u>

COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

NOTE 13 - COMMITMENTS - DIRECT FINANCING LEASE AND CONTRACTS

The County has entered into an agreement with the State of New Hampshire to construct a District Court Building in the Town of Jaffrey on land owned by the State of New Hampshire. The building is currently under construction.

The County has agreed to a direct financing lease agreement with the State of New Hampshire for a term of 20 years following substantial construction of the District Court Building. The semi-annual lease payments the County will receive are to be equal to the annual interest and principal payments on the bond. The State will occupy the District Court Building during the term of the lease and incur all direct costs associated with the building for the entire period of the lease. Upon expiration of the lease, the County has agreed to sell the District Court Building to the State for a purchase price of \$1.00.

The County has contractual commitments for a needs assessment and pre-architectural program of approximately \$85,000 to be paid from the bond issue proceeds of the Jail Expansion Fund. In addition, the County has construction commitments associated with the Jaffrey District Court Building of \$631,000 to be paid from the bond issue proceeds of the Jaffrey District Court Fund,

NOTE 14 - INTERNAL SERVICE HEALTH AND DENTAL FUND - SELF INSURANCE

During the year 2000, the County established a Health and Dental Insurance Fund (an internal service fund) to account for and finance its self-insurance program. Under this program, the Health and Dental Insurance Fund provides coverage for up to a maximum of \$25,000 annually for each individual plan participant. The County purchases commercial insurance for claims in excess of coverage provided by the fund and for all other risks of loss. Commercial coverage used in the first year was \$10,576.

All funds of the County participate in the program and make payments to the Health and Dental Insurance Fund based on actuarial estimates of the amounts needed to pay prior and current-year claims. The claims liability of \$180,721 reported in the fund at December 31, 2001 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information is available prior to the issuance of the financial statements and the amount of the loss can be reasonably estimated. Changes in the Fund's claims liability amount were:

<u>Year Ended December 31</u>	<u>Beginning of Year Liability</u>	<u>Current Year's Claims and Changes in Estimates</u>	<u>Claims Payments</u>	<u>Balance at Year-End</u>
2000	\$ -	\$ 890,066	\$ (769,289)	\$120,777
2001	\$ 120,777	\$1,314,425	\$ (1,254,481)	\$180,721



COUNTY OF CHESHIRE, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

NOTE 15 - OPERATING LEASES

The County, at year end, does not have leases that should be capitalized following any of the four criteria of SFAS No. 13. The County, however, does have operating leases for computer equipment.

The leases require the County to enter into maintenance agreements for the computer equipment and maintain the equipment in good working order, repair and maintenance. Future minimum annual rental payments are as follows:

Year Ended <u>December 31</u>	
2002	\$12,372
2003	12,372
2004	<u>6,186</u>
Total	<u>\$30,930</u>

Operating lease expenditures totaled \$5,600 for the year and are reported under Capital Outlay - Computer.

NOTE 16 - SUBSEQUENT EVENT

The Jaffrey District Court Building under construction burned after year end. It is the intention of the County and the State of New Hampshire to rebuild the Court Building to the same specifications as originally planned. The County is consulting with engineers and architects to determine how to go about the demolition of the damaged parts of the building so that the reconstruction can use the original foundation and some of the newly constructed utility lines. The County is looking to fund the rebuilding with insurance proceeds and the balance of the original bond issue.

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Monday, December 10, 2001 7:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Liebl, Manning, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Slack, Smith, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Jim Beeler NH Administrator; Ellen DeYoung Treasurer; David Putnam Farm Manager; Barry King, Facilities Manager; Rick Van Wickler Superintendent of HOC; Peter Heed County Attorney; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

**ABSENT:** Representatives Burnham, DePecol, and Hunt

Chairman Avery called the meeting to order at 7:00 PM. A moment of silence was held in memory of Bill Rose, a former representative, who passed away on Saturday.

The Commissioners introduced themselves. Commissioner Martin had some information about the budget and the analysis sheet that was handed out to the members. Commissioner's proposed budget is at \$23,193,290. This is an increase of \$1,363,144 over last years budget, or 6.24% increase over the 2001 adopted budget. Taxes to be raised are \$10,639,077, an increase of \$902,352 or 9.27% over the 2001 adopted budget. The final figures are approximately \$2.3 million less than what was originally requested of the Commissioners. After deducting personnel related increases, and increases in the budget matched by revenues, proposed budget decreased by 1.15% over last years adopted budget.

There are three major areas of increase, the first concerns personnel increases, which is about \$200,000 of the increase. These include two correctional officers, a proposed shift differential, and the addition of a human resources person and assistant. Second is a health insurance increase of about \$200,000, with the county absorbing about \$165,000 of the increase, employees absorbing the balance. Third are the merit and COLA increases which total about \$350,000. In addition, the Latchis Theater development request is for \$40,000; and \$32,000 is budgeted for the Deeds budget for imaging. There is about \$83,000 less in interest income, which reflects the current interest rates. The proposed budget is essentially budget neutral for the farm. Commissioner Martin asked if there were any questions on the proposed budget.

Rep. Smith asked about the HR positions. Commissioner Martin stated that we presently have a payroll coordinator now and the positions requested are for a HR Director and an assistant.

Rep. Dexter asked why the proposed budget salary is higher than the department requested. Commissioner Davis stated that the COLA was not included.

Sy Creamer, a nurse from MNH TLC unit stated that she heard there were cuts in staffing, and were any new positions added for MNH. She stated that she requests that staff be added because paperwork and other work is not being completed and it is a safety issue. Commissioner Martin stated that the Commissioners did not cut any FTE's and that there will be opportunities to determine whether there will be additions or not, and there are no cuts as far as he knows.

Rep. J. Pratt questioned a \$63,000 cut in the sheriff's budget. Commissioner Martin stated that it reflects that there are no car payments for the fleet because the Sheriff doesn't need any new cars this year. Rep. Pratt asked if there is a schedule for automobile replacement and Sheriff Foote stated that there is a schedule, but this is an off year. Rep. Avery asked if we are putting money away for cars. Commissioner Martin stated that there is money in capital reserves, but not specifically for the sheriff's department.

Mr. Richard Daschbach questioned the Worker's Comp premium variances. Rep. Liebl stated that costs are determined by classification codes, and this accounts for the variable costs.

...p. J. Pratt asked about the medical costs increase and how our self-insurance is working. Commissioner Martin stated that the Commissioners feel that if we were not self-insured, the increases would have been much greater. Rep. J. Pratt asked if there was a change in the benefit package, Commissioner Martin stated there was not a change in benefits.

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**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Monday, December 10, 2001 7:00 PM**  
**33 West Street, Keene, NH**

1. McGuirk stated that he had been at the September 5 meeting at MNH, at which he requested the Commissioners to appropriate a sum of money for a private consultant for a benefit analysis of the farm. Commissioner Davis stated that UNH Cooperative Extension was contacted but they have declined to do this, but other organizations have been contacted and we are waiting a quote and it will be added to the budget when received. Rep. McGuirk requested to be put on schedule for the next review for the farm.
2. Royce asked about the sale of wood and that the ten-month actual indicates no wood was sold, but the proposed budget shows the same figure. Commissioner Martin stated that wood sales start now, which would be reflected at the end of this winter.
3. Dexter asked if the COLA and merit are contracted. Administrator Wozmak stated that the amount in the budget is just an estimate as to merit but that the COLA (Cost of Living) adjustment is a contracted or fixed amount.
4. Dexter asked about the Latchis costs originally quoted to secure the building and whether the \$40,000 in the budget is for this work. Commissioner Martin stated that the \$40,000 is for a study on how best to use the building.
5. Mitchell questioned page 133B indicates 15 security cameras for the courthouse, are these replacements or new cameras, and does this include monitors. Sheriff Foote stated that the cameras are a new addition to increase security at the courthouse, the monitors are included and will be in the sheriff's office with a Bailiff watching during court hours and cameras in the evening. Rep. J. Pratt asked if there is an offsetting revenue. The Sheriff stated that there is not, and Rep. J. Pratt asked if he would investigate if moneys are available with all the present security issues. The Sheriff agreed.
6. Daschbach asked about the Treasurer's budget request for travel in the amount of \$100 but was increased by the Commissioners to \$775.00. Commissioner Martin said that the increase would allow the Treasurer to attend the annual conference of NH counties.
7. Smith asked about legal expenses. Commissioner Martin stated that legal expenses would be from the capital reserve account and if needed, funds needed would be put before the Executive Committee. There is approximately \$20,000-30,000 in the capital reserve.
8. McGuirk asked for the balances of the capital reserve account. Commissioner Martin stated that it would be sent to the delegation.
9. Dexter asked about the cost of a replacement tub for the nursing home. Commissioner Martin stated that it is a special bathtub for residents who have difficulty with getting in and out of a standard bathtub. It has a patient lift to get residents in and out of the tub and, thus, is much larger than a normal tub.
10. Avery asked for nominations from the floor for the vacancy on the Executive Committee. Rep. Fairbanks nominated George Liebl, seconded by Rep. Royce; Rep. J. Pratt nominated Pam Slack, seconded by Rep. Mitchell. A roll call vote was taken with a resulting vote of 12 votes for Pam Slack and ten votes for George Liebl. Rep. Slack was declared the new member of the Executive Committee.

There being no further business, the meeting was adjourned at 7:45 PM.

  
Barbara Hull Richardson

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**MINUTES**  
**Cheshire County Delegation**  
**Executive Committee Meeting**  
**Monday, December 10, 2001 7:30 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Royce, Slack, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Jim Beeler NH Administrator; Ellen DeYoung Treasurer, David Putnam Farm Manager, Barry King, Facilities Manager; Rick Van Wickler Superintendent of HOC; Peter Heed County Attorney; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

Chairman J. Pratt called the meeting to order at 7:50 PM.

The first order of business is to authorize the Treasurer borrow in anticipation of taxes. **Rep. Fairbanks made a motion to authorize the treasurer, upon the authorization of the Cheshire County Board of Commissioners, to borrow in anticipation of taxes an amount not to exceed \$9.5 million dollars for the 2002 budget year, January 1, 2002 to December 31, 2002, seconded by Rep. Avery, voted unanimously.**

The schedule for the Executive Committee review of the budget was read. **Rep. Avery moved that the schedule, as printed, be accepted, Rep. Royce seconded, voted unanimously.**

Rep. McGuirk requested that the Executive Committee put him on the schedule for when the Farm Budget is reviewed so he can present his request to have a professional study completed on the farm. He will be put on the schedule for Monday, January 14, at 11:30.

There being no further business, the meeting was adjourned at 8:00 PM.

  
Barbara Hull Richardson



**MINUTES**  
**Cheshire County Executive Committee**  
**3<sup>rd</sup> Quarter Budget Review**  
**Monday, November 5, 2001 10:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Zerba; Commissioners Martin and Lynott; County Administrator Wozmak; County Finance Director Trombly; Superintendent Van Wickler; Manager Barry King; Attorney Peter Heed; Nursing Home Administrator Beeler, Terry Warren Executive Assistant to the Commissioners

**ABSENT:** Representatives Richardson and Royce; Commissioner Davis

Chairman Pratt called the meeting to order at 10:30 AM.

Two motions from the August 13 meeting were moved and ratified by the members. **Representative Avery moved that \$1000 be approved to have an engineers report on the Latchis Building, Representative Zerba seconded, voice vote all in favor, vote unanimous.**

**Representative Emerson moved that \$900 be used from the slanted counters line (20-11-01) towards purchasing roller shelving (20-10-01), Representative Meader seconded, voice vote all in favor, vote unanimous.**

Commissioner Lynott stated that there is a projected \$525,000 surplus, and a good portion of that is from Human Services and that it will under spent in the areas of INC and B & C Children.

Chairman Pratt welcomed Irene Pratt back to the Executive Committee after her illness.

**Facilities**

1. Rep. Irene Pratt asked about the budget balance on page 24, 4194.89.19. Manager King explained that some of the funds spent on the lighting changes at the Courthouse would be refunded from a grant.
2. Manager King stated that he would like an engineering study of MNH to see if a chiller would be appropriate for the building. The chiller would use the existing heating system for cooling by putting chilled water into the system. This study would cost about \$2700. In line 4900.97.51 there is a balance of \$2782, and he would like to transfer this to 4900.89.11. **Representative Zerba made the motion to transfer \$2700 from 4900.97.51 to 4900.89.11, Rep. Mitchell seconded, voted unanimously.**
3. Manager King stated that the only other high expense was from the winter storms and the train derailment. There is an ongoing discussion on funds to be returned.

**HOC**

1. Chairman Pratt commended Superintendent Van Wickler for the good job he did at the Westmoreland Selectman's meeting last week.
2. Superintendent Van Wickler stated that the only line over is the equipment repair. Revenue projections are exceeding expectations.
3. Chairman Pratt asked about staffing issues. Superintendent Van Wickler stated that he is down one position.
4. Chairman Pratt asked what the count has been, and Superintendent Van Wickler stated that the average has been in the mid/high 90's.

**MINUTES**  
**Cheshire County Executive Committee**  
**3<sup>rd</sup> Quarter Budget Review**  
**Monday, November 5, 2001 10:30 AM**  
**33 West Street, Keene, NH**

5. Peter Heed addressed the fact that the courts will be closed more often starting next year and this will undoubtedly affect the HOC population.

**County Attorney**

1. Attorney Heed addressed the fact that security is a concern at the courthouse and he is working with facilities for a more secure entrance to the attorney's office.
2. Chairman Pratt asked Attorney Heed if he has seen a difference since the ASP Clinical Case Manager has started. Attorney Heed stated that he has made four referrals.

**MNH**

1. Administrator Beeler stated that revenue at the end of September was \$58,000 under budget. Turnover has been fast, although we have a waiting list of 10-20 people.
2. Administrator Beeler stated that because of payroll timing, payroll is overstated by \$100,000.
3. Nursing and TLC is about \$38,000 over budget.
4. Rep. Avery asked how short they are on staffing. Administrator Beeler stated that the vacancies are down to about 14. The vacancies are being filled with higher cost positions, such as per diems.
5. Rep. Irene Pratt asked if wages compare with other facilities using RN's. Administrator Beeler stated that they are comparable with other nursing homes but not with hospitals. Rep. Irene Pratt stated that she is concerned with the per diem situation because the elderly may not be able to adjust to new faces. Administrator Beeler stated that the goal is not to use per diems.
6. Representative Irene Pratt advised the committee that Administrator Beeler was named Nursing Home Administrator of the Year by the New Hampshire Association of Counties.
7. Rep. Irene Pratt asked if there were any financial or other advantages or disadvantages now that there is no longer a pharmacy at the nursing home. Administrator Beeler stated that the cost is slightly more than an in house pharmacist, and there is not a pharmacist in the facility on a daily basis, but over all the service is good.

**Farm**

Commissioner Martin stated that the farm is projected to have approximately a \$5000 deficit.

**Other Business**

1. Chairman Pratt stated that in recognition of the events of September 11, has the county taken any steps for emergency planning. Commissioner Martin stated that we stand ready to work with any state or federal agencies. Rep. Pratt asked if there were any expenses that may be incurred, Commissioner Martin stated that there might be expenses with the sheriff's office.
2. Chairman Pratt stated some members of the committee received a package of material from a citizen of the county about a personnel issue. He stated that he has met with both parties involved to see what was being asked of the committee and what is involved. The evening before he had received a call requesting action from one of the parties, although both parties involved were not advised of this request. He suggests that a neutral third party be involved in the matter. Rep. Avery spoke to his role, by statute, on the personnel committee and that he felt that the Executive Committee was not authorized by statute to have any role in personnel matters. Further, Avery stated that if the delegation were to, by majority vote, investigate such a matter, the full delegation and the chairman of the delegation would be responsible for such an action. Avery said that, since he did not receive what others apparently did, he was unclear of what the issues were. Rep. Mitchell advised the committee

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**MINUTES**  
**Cheshire County Executive Committee**  
**3<sup>rd</sup> Quarter Budget Review**  
**Monday, November 5, 2001 10:30 AM**  
**33 West Street, Keene, NH**

that he too was a member of the county personnel committee and that he felt the discussion was inappropriate in this setting. Both Representative Avery and Mitchell recused themselves from further discussion and left the meeting. Commissioner Martin stated that it is inappropriate for the executive committee to be involved as it is a personnel issue and should be handled in the way the statutes provide, which is to bring it before the personnel committee. Chairman Pratt questioned whether the committee has any responsibility in this case, and he will address it with the house counsel. Chairman Pratt reiterated his suggestion to bring the matter before a third party. Chairman Pratt asked if any members of the Executive Committee wished to ask any questions. Rep. Fairbanks commended Chairman Pratt for so effectively concealing the substance of the issue that he had no idea what he was talking about. Commissioner Lynott suggested that he seek the advice of house counsel before attempting to discuss the matter in public in this forum. Chairman Pratt asked if any members felt the need to continue the present discussion, there was no response from members to continue and the discussion ended.

There being no further business, the meeting was adjourned at 11:55 AM.

  
Terry Warren, Clerk Pro Tem

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Tuesday, October 16, 2001 7:00 PM**  
**Keene Public Library, Keene, NH**

Representative Smith asked if there is a possibility to extend the 33 West building, why aren't we doing that. Commissioner Martin stated that we have to make a decision now about the Latchis building, because Cheshire Housing Trust does not have the money to shore it up and some decision about the building must be made now.

Representative Zerba asked if we are going to buy something and then spend the money to research its use. Representative Pratt stated that in the end, we could still sell the structure at a profit.

Commissioner Martin spoke to the committee about the county's long-term plan and the option of purchasing the building for county space needs.

Representative Avery stated that there is no other downtown building available.

Commissioner Martin stated that we would lose the option of use of the building if we don't proceed now.

Richard Daschbach spoke to why Cheshire Housing Trust put the property on the market. They originally intended to use the building for long term housing in the rear of the building. But they could not build units for low-income tenants, because of the high cost of renovating. The \$30,000 they will receive for the building will be used to replace the windows on the front of the building.

Representative Fairbanks asked if there were any estimates for the renovations. Commissioner Martin stated that if we had to take the time to obtain estimates, we would lose out on purchasing the building. The estimates will come later.

Representative Mitchell read the motion again, and roll call vote taken. **The result of the roll call was eighteen votes approving the purchase, no votes against, passed unanimously.**

Representative Meader moved to amend the 2001 Cheshire County Budget by adding \$50,000 for a new total of \$22,302,627.00, in order to purchase the building and property and to undertake certain repairs to the Latchis Theater building located on Lamson Street, Keene, NH by amending the following account lines:

Expense line 4130.29.00 (Comm. outside Svcs) increase by \$50,000 to \$57,047.00

Revenue line 3911.00.00 (Transfer Fm Fund Balance) Increase by \$50,000 to \$750,000.00.

Representative Emerson seconded.

Representative McGuirk asked that the first paragraph be reread. He then asked why repairs are not in the motion. Commissioner Martin stated that the money for repairs would be in the 2002 Budget.

A roll call vote was taken. **The result of the roll call was eighteen votes approving the amendment to the budget, no votes against, voted unanimously.**

Representative Pratt introduced Pam Slack from District 2, who will be sworn in next week.

There being no further business, the meeting was adjourned at 7:30 PM.

  
Terry Warren, Clerk Pro Tem

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**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Tuesday, October 16, 2001 7:00 PM**  
**Keene Public Library, Keene, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Liebl, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Roberts, Royce, Smith, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly; Register of Deeds Hubal; Terry Warren Executive Assistant to the Commissioners

**ABSENT:** Representatives DePecol, Hunt, Manning, Richardson, and Weed

Chairman Avery called the meeting to order at 7:00 PM

Representative Royce moved to authorize the Cheshire County Commissioners to enter into a real estate purchase agreement with the Cheshire Housing Trust and to purchase the Latchis Theater Building and property located on Lamson Street in Keene, New Hampshire, for an amount not to exceed \$30,000, and to expend an amount of money, not to exceed \$20,000, to make certain repairs to the Latchis Theater Building, motion seconded by Representative Espieffs.

Commissioner Lynott spoke to the motion of purchasing the theater purchase. The cost of purchase is \$30,000 and \$20,000 will be needed to shore up the building for the winter, according to the engineer's report. If the building is not purchased, Cheshire Housing Trust will have to tear the building down.

Representative Avery asked what plans the county has for the building. Commissioner Lynott stated that the building could be used for downtown offices and to satisfy the increasing space needs of the deeds department. We are paying to have our deeds books preserved, and there is no space to store them, other than on the floor. Additionally, we have a clinical case manager for the Alternative Sentencing Program, who cannot confidentially meet with clients because he does not have his own office.

Representative Royce asked how does this fit into the long range plan, are we thinking about Westmoreland and the County Jail and future space needs being met by putting county offices in Westmoreland? Commissioner Lynott stated that the County needs to maintain a downtown office.

Representative John Pratt asked what is the value of the property. Commissioner Lynott stated that it's value, as noted by the City of Keene, is \$130,000.

Representative Smith asked what is the square footage of the property. Administrator Wozmak stated that it is approximately 6000 square feet. There is steel framework in place to add concrete flooring.

Representative Dexter asked what are the plans for parking, as it is already a problem. Commissioner Martin stated that there was some discussion about creating parking on the first floor. There is also some space for potential parking.

Representative Liebl asked if there was a potential to move probation to the building. Commissioner Martin stated that the probation department is a state agency, not county.

Representative Roberts asked if there was any thought to expanding 33 West Street and putting a garage under an expansion. Commissioner Lynott stated that it was discussed.

Commissioner Lynott stated that we couldn't lose with the building because there is always the potential of selling it.

Representative Dexter asked where is the entrance to the building. Administrator Wozmak stated that the entrance to the building is on Lamson Street.

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**Farm Study Committee of the Delegation**  
**Minutes**  
**October 5, 2001**  
**Cheshire County Administration Building, 33 West St., Keene, NH**

Present: Rep. McKim Mitchell, Rep. Paul McGuirk, County Commissioner Peter B. Davis, Farm Manager David Putnam, Herdsman Bob Simons, Assistant Farm Manager Terry Clark, UNH Cooperative Extension Educator Bruce Clement, County Administrator Jack Wozmak.

Absent: Rep. Edwin "Smokey" Smith, Rep. Dan Burnham, UNH Cooperative Extension Agent Marshall Patmos.

The meeting was called to discuss the long-term plan for the farm operation. In general, the question was whether the farm operation should be bigger, smaller, should diversify and whether we should be buying feed as opposed to growing feed as we do at present.

There was discussion about the land vs. the operation on the land and the impact of taking the land base out of the arena through a conservation easement. Rep. McGuirk mentioned that although he is a frequent critic of the farm operation, he has no problem keeping the land and noted that the delegation, to his knowledge, has never taken a vote to prohibit the county from selling the land.

Commissioner Davis offered to contact Dick Ober from Monadnock Conservancy to follow up on what can be done with conservation easements. Rep. McGuirk said that perhaps the delegation should have a recurring resolution that the land would remain open space.

Commissioner Davis said that he would like to see us consider activities that related to agricultural and farm educational resource activities and perhaps create an education center.

Farm Manager Putnam said that the farm was designed to be labor intensive, using inmate labor, and not machinery. There was a question as to whether it would be a suitable juvenile work farm.

Rep. McGuirk said that he had brought up to the Commissioners a request to some sort of cost-benefit analysis of the farm operation, using an outside consultant. He has requested that the Commissioners put some money in their 2002 budget for this purpose. Some time was spent reviewing previous farm study recommendations.

Farm Manager Putnam said that he felt that the issue of growing vs. buying silage had been discussed in the past and that it was his feeling that there is a stronger cost-benefit to the county by growing our own silage. He said that in the past, there has not been the

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reliable supply of silage. Bruce Clement felt that there were providers who could meet our silage needs.

Commissioner Davis will check with the Farm Credit Bank and UNH LSA for possible consultants. County Administrator Wozmak will work on an internal cost report that perhaps would be acceptable to Rep. McGuirk in monitoring the profit/loss status of the operation. Commissioner Davis or Bruce Clement will check with Steve Taylor to see if there is any grant money for a consultant.

Rep. McGuirk said that he was in favor of educational programs or resource programs at "the farm" and felt that it would be acceptable if the farm lost money on such a project. He said that his concern is only that the milk operation seems to lose money. There was some discussion about the "intrinsic" value of the farm, the land, and its value to the taxpayers of the county.

The next meeting will be held from 2-3:30pm on November 16, 2001 at Maplewood Nursing Home.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Wozmak", with a long horizontal flourish extending to the right.

Jack Wozmak, Clerk, Pro Tem

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**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**Second Quarter 2001 Budget Review**  
**Monday, August 13, 2001 10:00 AM**  
**33 West Street, Keene NH**

**PRESENT:** Chairman Pratt, Representatives Avery, Emerson, Meader, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Administrator Beeler, Superintendent Van Wickler; Facilities Manager King

**EXCUSED:** Representatives Irene Pratt, Mitchell, and Richardson

Chairman Pratt called the meeting to order at 10:10 AM for review of the second quarter's budget.

Commissioner Martin gave an overview of the budget, indicating that overall we are in good shape. Revenue seems to be low at this time because of tax funds that will come in at the end of the year.

**Delegation budget** - is slightly over budget with 45% remaining, due to the number of meetings that are held in the beginning of the year but should even out by the end of the year. The Commissioners budget is slightly over with 49% remaining due to membership dues that were paid and printing costs at the beginning of the year.

**Finance** - postage seems to be over budget, but is probably the result of moving personnel down to the finance department and their use of postage. The Treasurer's budget is over at 35%. This is because of the extra legal fees associated with the bonding we have done, may be slightly over budget at the end of the year.

**Personnel administration** - budget is at 48% remaining, and this is due to recruitment and personnel supplies.

**Facilities** - The Courthouse is at 44% remaining, and this is attributable to the lighting project at the courthouse. However, we are expected to see savings this year of approximately \$1000 per month. We will be receiving about \$8000 in grant money towards this project, which has not been budgeted.

**Contingency (page 21)** - Due mainly to legal fees for a suit brought against the county by an ex-employee during training.

**Assisted Living (page 30)** - Approximately 45% remaining attributable to expense of having an employee assist the new administrator in Assisted Living at the beginning of the year.

**Nursing (page 45)** - is approximately \$129,000 over, with 47% remaining. This is a result of per diem and agency people filling in places where we are short staffed. The TLC unit looks as if it will be about \$41,000 surplus, which will help to offset the overage.

**Human Services (page 31)** - if trends continue, it will be under budget.



**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**Second Quarter 2001 Budget Review**  
**Monday, August 13, 2001 10:00 AM**  
**33 West Street, Keene NH**

**Outside Services (page 34)** – Chairman Pratt asked why they have not paid out 50% of the budget at this time. Commissioner Martin stated that a payment schedule had been prepared and we are paying out as they requested. Chairman Pratt asked about the alternate sanctions and his concern why there is no activity on that program. Commissioner Martin stated that we have difficulty with the hiring process. We have had one search process and we are in a second cycle right now.

In addition, we cannot go out and bond the \$500,000 because our bond council cannot give us an unqualified legal opinion due to the unsettled motion for reconsideration on the property tax issue.

The NIC program held last week was one of the steps in the process. Commissioner Martin asked the committee if they had any suggestions on going forward. Commissioner Martin stated that when the NIC report comes through, the report will be sent to the key leaders involved in the discussion. Representative Avery asked if there had been any input from anyone about the program. Administrator Wozmak stated that some residents of Westmoreland thought the process was good. Commissioner Martin stated that he didn't hear anything but positive input about the program. Superintendent Van Wickler stated that he was impressed by the amount of work completed by the NIC consultants and the information and feedback was specific to our community. Superintendent Van Wickler expressed his appreciation that the consultants confirmed that we are doing the best we can. Chairman Pratt stated that he was pleased to hear the positive comments expressed about the staff at the DOC, and the work done by Administrator Wozmak in putting together this program. Chairman Pratt expressed his concern that it is necessary for us to go forward as soon as the reports come in.

Commissioner Lynott spoke to the statement made by one member of the delegation about the people of Westmoreland feeling that they were left out of the loop. She stated that the Commissioners have maintained communication with the town by having a selectman on the Jail Study Committee meetings. Commissioner Martin stated that an information meeting was held at the elementary school and that at this time, there are no plans in the works and that we are not going forward without information meetings. Commissioner Martin stated that he understands that the people of Westmoreland have legitimate concerns, and the Commissioners recognize them, and we have tried to be good neighbors with them in the past and we are not going to change this in the future.

Administrator Wozmak stated that it would not be out of the question to borrow the half million with a qualified opinion, which would cause us to borrow at a greater cost, if you felt there was a priority to do so. On the other hand, the state treasurer has asked us, as a cooperative measure, to hold off until the legal issue is resolved. Administrator Wozmak stated that both the Bogart-Pulitzer Study and the present study would be used in the process to plan the needs of the jail. Commissioner Martin stated that the Commissioners are going on a jail tour in other counties to see their facilities. Representative Avery asked what the delegation is going to vote on in January. Commissioner Martin stated that their hands are tied because we cannot go out to the

**MINUTES**  
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bond market at this time. Representative Zerba stated that a special meeting of the delegation would be necessary to discuss the jail.

**DOC (page 25)** – Chairman Pratt questioned that the medical and dental costs are over budget. Superintendent Van Wickler stated that the inmate medical costs were estimate and three inmate emergencies occurred, one totaling \$11,200, one for \$8700, and another for \$4600. These issues are unexpected and cannot be budgeted. Superintendent Van Wickler stated that a representative from Sullivan County would be sponsoring a bill next year that will allow the DOC to mandate a Medicaid rate for jails. The Superintendent will prepare data together for the delegations information.

**Farm (page 36)** – Chairman Pratt noted that capital improvement budget was \$19,000 and so far we have spent \$26,000. Director Trombly will look into it, noting that what it may be is expenditures hit the capital improvement farm line instead of capital outlay equipment line.

**Treasurer (page 13)** – Chairman Pratt asked about the overage on the legal costs. Director Trombly noted that it was due to the \$5,000,000 TANS done at the beginning of the year and we shouldn't see any additional legal costs associated with borrowing TANS.

**Sheriff (page 23)** – Chairman Pratt questioned that he notes that the report indicates that deputies and bailiffs is under budget, and does that indicate that the Sheriff is still understaffed. The Sheriff noted that when going to District Courts he is using deputies because he cannot find enough bailiffs to use. The court then pays the deputy's time. Regarding the bailiffs and district court, the Sheriff does not know how that is going to affect them.

**Deeds (page 123A of Budget Book)** – Commissioner Davis brought up a request from Facilities to use \$900 from the slanted counters allocation towards additional roller shelving. **Representative Emerson moved that \$900 be used from slanted counters (20-11-01) towards purchasing roller shelving (20-10-01), Representative Meader seconded. Because there was not a majority present, the vote will be ratified by the next meeting of the committee.**

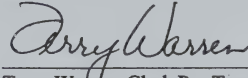
Commissioner Lynott spoke to the overcrowding in the Deeds department and the need for increased space. She requested approval for expending \$1000 to get an engineer's report on the Latchis Building. If this report is favorable, the Commissioners will come back to request to amend the budget to transfer \$150,000 for a new roof and clean up of the building. Commissioner Martin stated that deeds is in a continual growth requiring increased space. The Commissioners have been approached by Cheshire Housing Trust regarding the building, and they feel that it is worth spending \$1000 to determine whether the building is sound for county use for expansion needs, not only for deeds but for the alternative sentencing program, and the county attorney's office. If we decided to go forward after the report is received, we would amend the budget, including the \$1000, for the additional funds. Chairman Pratt asked what is the purchase price of the building, Commissioner Martin stated that it is approximately \$30,000.

**MINUTES**  
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**Second Quarter 2001 Budget Review**  
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Representative Avery moved that \$1000 be approved to have an engineers report on the Latchis Building, Representative Zerba seconded, voted unanimously.

Chairman Pratt commended the department managers for their work in maintaining the budget.

Meeting adjourned at 11:40 AM.



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Terry Warren, Clerk Pro Tem

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Wednesday, June 27, 2001 11:30 AM**  
**House Chambers, State House**  
**Concord, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Hunt, Liebl, McGuirk, Meader, Mitchell, John Pratt, Richardson, Roberts, Royce, Smith, Weed, Zerba; County Administrator Woznak; County Finance Director Trombly

**ABSENT:** Representatives DePecol, Irene Pratt

Chairman Avery called the meeting to order at 11:30 AM.

1. Representative Pratt moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$500,000 to be used for a county-wide housing rehabilitation program which will make improvements to housing owned and/or occupied by low to moderate-income households; that the County will accept the grants if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Smith, voted unanimously.
2. Representative Meader moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for VOCA (Victims of Crime Act) Grant funds in an amount not to exceed \$52,000 to be used to fund the District Court Victim/Witness Advocate position; that the County will accept the grant if approved and enter into a contract with the State of New Hampshire; and further, that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Zerba, voted unanimously.
3. Representative Royce moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to execute an amendment to the Jaffrey-Peterborough District Lease Purchase Agreement with the State of New Hampshire to allow the State, under the existing Lease-Purchase Agreement, to make an additional payment to the County of \$100,000 to be used as a contingency fund to pay for unanticipated increases in the original contract price. Seconded by Representative McGuirk, voted unanimously.
4. Representative Mitchell moved that the Cheshire County Delegation amend the 2001 budget by the addition of \$422,481.00 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or "PSP" or "Proshare" as follows:
  1. \$199,515 to Account 4441.56.00, Intermediate Nursing Care
  2. \$26,835 to Account 4441.56.01, Related Health Costs
  3. \$196,131 to Account 4441.58.00, Board and Care for Children

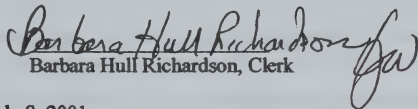
Seconded by Representative Zerba, voted unanimously.



MINUTES  
Cheshire County Delegation  
Public Hearing  
Wednesday, June 27, 2001 11:30 AM  
House Chambers, State House  
Concord, NH

5. Representative Fairbanks moved that the County Delegation amend the County 2001 Budget by adding to the Capital Expense budget \$5,000.00 for the purchase of a sanitizer (for Maplewood Nursing Home) provided that the purchase is budget neutral. Motion seconded by Representative Mitchell, voted unanimously.
6. Representative Hunt moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$100,000 to be used for the renovation of two historic buildings and associated site work at Harper Acres, the Keene Housing Authority elderly housing complex in Keene, New Hampshire, that the County will accept the grant if approved, and enter into a contract with the State of New Hampshire, and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Weed, voted unanimously.
7. Representative McGuirk reiterated his concern that the farm capital expenses and operating budget resulted in a \$40,000 loss and that he will be approaching the delegation at budget time to put money in the budget to perform a cost benefit study on the farm.

Chairman Avery asked if there were any other business to come before the committee. Hearing none, he closed the meeting at 12:30 PM.

  
Barbara Hull Richardson, Clerk

Signed by J. Wozmak for B. H. Richardson on July 9, 2001

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**First Quarter 2001 Budget Review**  
**Monday, May 14, 2001 10:00 AM**  
**33 West Street, Keene NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Representatives Avery, Fairbanks, Pratt, Mitchell, Emerson, Commissioners Martin, Davis and Lynott; Administrator Woznak; Finance Director Trombly; Steve Boscarino, A/R Supervisor, Administrator Beeler, Superintendent Van Wickler; County Attorney Heed, Asst. County Attorney Cleary, Victim Witness Coordinator Horn, Manager King

**EXCUSED:** Representative Irene Pratt

Chairman Pratt called the meeting to order at 10:00 AM for review of the first quarter's budget.

Commissioner Martin reviewed some of the areas in the first quarter that is over budget because of dues and memberships that are due in the beginning of the year. Other than those particular items, there is nothing significant in the budget to note. It was noted that the excellent attendance of the delegation at the meetings might require an increase in the budget for next year.

Chairman Pratt asked about whether there were any items to be addressed.

Commissioner Martin brought before the Executive Committee the fact that the purchase of the mixer wagon was \$800 over amount budgeted, and the manure spreader was \$5000 under the amount budgeted. Representative Royce moved that \$800 be moved from the capital outlay funds to the mixer wagon, Representative Fairbanks seconded, voted unanimously.

Chairman Pratt questioned page 2, item 3404.02 was running under budget, Administrator Beeler stated that it is a result of people shifting to Medicaid. Administrator Beeler noted that Assisted Living is 4% over budget.

Representative Royce noted that on page 49, 4424.02.01, Speech Therapist has 100% remaining. Administrator Beeler noted that the position has not been filled.

Representative Fairbanks noted that on page 31, outside agencies is at 100% remaining. Commissioner Martin stated that because of the Galway decision, expenditures for outside agencies are being sent out in smaller disbursements, according to payment schedules they have agreed.

Representative Royce asked what is happening with the jail study. Commissioner Martin stated that the jail study has not moved forward at this time because of financial restrictions due to the Galway decision, but we have placed an advertisement in the paper for a case manager for the alternative sentencing program.

Chairman Pratt asked each Department Manager what is happening in their departments.

**Sheriff's Office** Sheriff Foote stated that with the ban on spending lifted, two cars were ordered and new personnel hired. The equipment for the radio project is in process and some departments already have their equipment.

**County Attorney's Office** Attorney Heed stated that they are on budget for most lines, but he expects that they will be over on office supplies, postage and travel.

The victim witness coordinator stated that she is working more aggressively with victims, and has been working in the district courts, resulting in an increase in work. A grant has been applied for that requires the approval of the Commissioners and the Delegation. The grant is to extend the Americorp position working in Victim Witness. Representative Avery asked about the number of cases they are involved. Lyndi Horn replied that two

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**First Quarter 2001 Budget Review**  
**Monday, May 14, 2001 10:00 AM**  
**33 West Street, Keene NH**

years ago they had 162 cases, and now she has over 50 felony victims so far this year, in addition to Sara McKenzie-Hoskins, the assistant to Lyndi, having 50 domestic violence cases.

Bill Cleary addressed some of the issues facing victims, which are being addressed by the Victim Witness Coordinator. He requested approval of the grant to extend the Americorp position. Representative Royce asked if we are involved in Hillsborough cases at the Jaffrey District Court, and Attorney Cleary stated that we are not. Representative Mitchell asked how many of the women and men are coming through the Women's Crisis Services. Attorney Cleary stated that most references come from the police and they offer Women's Crisis Services if needed.

A motion regarding the grant will be prepared for the Delegation vote.

**Facilities** Manager King stated that the overtime line is over budget because of the weather conditions and the derailment, which is expected to be refunded from FEMA and the railroad. The gasoline line is over budget, but he is looking into purchasing gasoline as part of a group. Representative Royce thanked Manager King and Carl Jacobs for the new lighting at the courthouse.

**Maplewood Nursing Home** Administrator Beeler stated that they are over budget \$5000.

**Department of Corrections** Superintendent Van Wickler stated that the pharmacy is over budget because of increased costs from \$5000 to \$7000 a month. He stated that 15% of the population have serious mental health issues. They are also averaging 15 female inmates, with a total of 99. He urged the committee to go forward on the jail study. Representative Royce asked how many inmates do we house for Vermont. Superintendent Van Wickler stated that it is about 12 to 15 inmates a year. Representative Avery asked about the progress on the alternative sentencing program. Administrator Wozmak stated that we have just advertised for the case managers position.

The Superintendent stated that in January 2001, a RSA was passed allowing the use of electronic monitoring on the county level. He expects renewed interest in its use, although it can be used only in the right cases. Attorney Heed stated that he felt in the right circumstances it is a viable option.

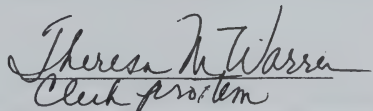
Chairman Pratt asked if there is a timeline for the jail study, which includes informing the residents of Westmoreland. Commissioner Martin stated that there is no timeline but that he had invited one of the selectmen to serve on the Jail Study Commission and conducted an informational meeting for residents on February 25, 2000 at the Westmoreland Elementary School.

**Finance** Director Trombly stated that the audit expenses are spent at the beginning of the year, so that line item appears to be over budget.

Chairman Pratt moved that the commissioners, staff and department managers be commended for their work in maintaining the budget lines, Representative Avery seconded, voted unanimously.

Commissioner Davis invited the Executive Committee to the groundbreaking ceremony to be held on Friday, May 18.

Meeting adjourned at 11:05 PM.

  
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**MINUTES**  
**Cheshire County Delegation Meeting**  
**Monday, March 19, 2001, 8:35 PM**  
**Jury Assembly Room, 12 Court St.**  
**Keene, NH 03431**

**PRESENT:** Representatives Allen, Avery, Edwards, Emerson, Espieffs, Fairbanks, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Royce, Weed, Zerba; Commissioners Martin and Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Carl Jacobs, Farm Manager Putnam, Sheriff Foote, HOC Superintendent Van Wickler, Sgt. Hank Colby, Inmate Program Coordinator, Capt. Scott Hagar, Lt. Steve Stewart, Sgt. Jon Guyette, HOC Ex. Assistant Vitale, Computer Coordinator Putnam, County Attorney Heed, Terry Warren, Secretary to the Commissioners.

**ABSENT:** Representatives Batchelder, Burnham, DePecol, Hunt, Irene Pratt, Roberts, Russell, Smith

Chairman Avery called the meeting to order at 8:35 PM.

Representative Mitchell made a motion to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto. Representative Espieffs seconded.

Representative Royce moved to *amend* the above motion to state that the County Delegation vote to raise and appropriate a sum not to exceed *Five Hundred Thousand (\$500,000.00) to finance the design of a county correctional facility, on a site to be determined as part of the design process*, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto, seconded by Representative Edwards.

A roll call vote was taken on the amendment to the motion and passed 14 in favor and 2 against. The votes against the amendment were cast by Reps. Allen and Weed. The motion passed. A roll call vote was taken on the motion, as amended. The amended motion passed unanimously on a roll call vote 16-0.

The meeting was turned over to Executive Committee Chairman Pratt. He stated that the budget represents an increase in the existing budget of \$360,000 from the 2000 budget, a total of 1.7 %. This increase is made up of an increase in the Human Services budget, an addition of the Alternative Sanctioning budget of \$116,875.

Administrator Beeler addressed the decreased expense and revenue and gave an overview of SB409.



**MINUTES**  
**Cheshire County Delegation Meeting**  
**Monday, March 19, 2001, 8:35 PM**  
**Jury Assembly Room, 12 Court St.**  
**Keene, NH 03431**

Susan Ashworth from HCS requested that the delegation restore in 2001 the amount cut from the 2001 budget.

Representative Weed asked what affect the school funding is having on the county. Commissioner Martin stated that we are paying 5% interest on our TANS, which is about 1% more than we usually pay. This has added \$27,000 for the interest, but we are receiving \$21,000 in interest for the first month because we are not yet using the funds. This results in an impact of \$6,000 on the budget.

Representative McGuirk raised again his long standing criticism of the farm and asked that this operation be looked at for its cost-effectiveness.

**Representative Pratt moved that we increase the salary line for Register of Deeds to correct a printing error, from \$37,400 to \$38,170, seconded by Representative Royce, voted unanimously.**

**Representative Espieffs moved to approve the Executive Committee budget in the amount of \$21,830,146.00, seconded by Representative Fairbanks, voted unanimously.**

**Representative Fairbanks moved to approve the revenue account #3111.00.00 taxes to be raised, in the amount of \$9,736,725.00, Representative Emerson seconded, voted unanimously.**

Representative Royce gave an overview of the funding with the Jaffrey courthouse. The state will fill in the gap until the Galway situation is resolved.

Representative Pratt thanked the members of the Executive Committee for their work for the last three months.

There being no further business, the meeting ended at 9:24 PM.

  
Barbara Hull Richardson, Clerk

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Monday, March 19, 2001, 7:00 PM**  
**Jury Assembly Room, 12 Court St.**  
**Keene, NH 03431**

**PRESENT:** Representatives Allen, Avery, Edwards, Emerson, Espieffs, Fairbanks, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Royce, Weed, Zerba; Commissioners Martin and Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Carl Jacobs, Farm Manager Putnam, Sheriff Foote, HOC Superintendent Van Wickler, Sgt. Hank Colby, Inmate Program Coordinator, Capt. Scott Hagar, Lt. Steve Stewart, Sgt. Jon Guyette, HOC Ex. Assistant Vitale, Computer Coordinator Putnam, County Attorney Heed, Terry Warren, Secretary to the Commissioners.

**ABSENT:** Representatives Batchelder, Burnham, DePecol, Hunt, Irene Pratt, Roberts, Russell, Smith

Chairman Avery called the meeting to order at 7:00 PM. There was a moment of silence in memory of Bernard Lambert. Chairman Avery advised the delegation regarding the health issues of Representatives Irene Pratt and Russell.

It was determined that a quorum was present.

Chairman Avery called Stillman Rogers up to accept a Declaration from the State of New Hampshire House of Representatives recognizing him for the 22 years of service as Clerk of the Cheshire County Superior Court. Stillman Rogers thanked the delegation for the honor of receiving this declaration and invited the delegation to come in to see how the court runs at any time.

Public Hearing on the House of Corrections Bond issue now in session.

Commissioner Martin spoke to the motion on the jail bond. He reviewed the motion approved by the Executive Committee and the Jail Study Committee, to put before the delegation a bond issue to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process. Commissioner Martin reviewed some of the problems at the jail which included overcrowding, usually 100 percent over its design capacity, which affects the safety and management of inmates. Limited space for programs results in the programs being underutilized. Commissioner Martin reiterated the Commissioners willingness to accept input from the community. He advised those present that the Commissioners are committed to not exceeding 10 federal inmates at the jail, the expansion is to address the present overcrowding, not for housing federal prisoners. He thanked the Jail Study Committee for their time looking into this. The committee included Representatives Mitchell, Manning, Weed, Batchelder, Irene Pratt, Richardson, Fairbanks, Bruce Clement of UNH Cooperative Extension and Russ Austin, Selectman of Westmoreland. Representatives Mitchell, Richardson, and Manning, as members of the Jail Study Committee, stated their support of this motion.

Chairman Avery invited members of the public to speak on the issue.

1. George Nitschelm – Resident of Westmoreland - stated that he felt the committee consider another location, more isolated and he is concerned about the impact on the Heritage River designation and

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Monday, March 19, 2001, 7:00 PM**  
**Jury Assembly Room, 12 Court St.**  
**Keene, NH 03431**

the effect on land values by moving the jail closer to his house. He also stated that the committee should get more public comment. Commissioner Martin addressed the questions and stated that other land has been looked into and that we do not own any land usable for the jail, other than Westmoreland, and additional costs would be incurred if we had to purchase land. Representative Mitchell gave Mr. Nitschelm an overview of the process that has occurred since the jail expansion was first brought up. He explained that the new recommended site is actually further away from the more residential area of Westmoreland. Mr. Nitschelm questioned whether town zoning is considered when determining a site. Chairman Avery stated that the county is exempt from zoning ordinances.

2. Fran Laurent – Resident of Westmoreland - questioned how we can ask for the money before we have plans or know where we will build the jail and was also concerned about what would happen with the old jail if a new facility is built.
3. Charlotte Stone – Resident of Westmoreland - stated that another location would obviously be better, away from roads, rivers and railroads. She had a relative in the 60's who got her chin shot off by an inmate.
4. Liz Sayre – Women's Crisis Services – addressed the lack of space at the jail for inmate programs for the inmates, which will help them function more effectively when they are released.
5. Tim Thompson – Resident of Westmoreland – asked if we sell space because he believed that crime was declining and therefore do not need additional space. He also asked if we are looking into dealing with the issues in another way that is more effective. Commissioner Martin stated that the population of the county is increasing and that the jail population is not declining. Chairman Avery spoke to the fact that the county is looking into alternative sentencing. Commissioner Martin stated that the commissioners are pursuing alternative sanctions and are working with the county attorney, court system and the judges, in addition to providers of services.
6. John Harris thinks we should move forward slowly and prudently, answering the questions about size and purpose and asked how will the old facility be used. He suggested that \$50,000 be used to look at a site and \$50,000 for drawings rather than the whole amount being approved. Commissioner Martin stated that the Jail Study Committee had approved the go ahead and the Commissioners would not continue to go forward without bringing drawings and additional information before the delegation and public.
7. Jack Laurent spoke to the fact that he had no problem with the jail but felt that it would make it easier to look at blueprints.
8. Representative Peter Allen spoke to the good management he has witnessed at the jail.
9. Russ Austin Resident of Westmoreland – he stated that he believes something should be done, but has some site concerns.
10. Rebecca Carroll of Walpole spoke to the need for inmate programs, particularly those that provide alternative education programs for inmates who are not in the school system
11. Gwen Mitchell – Resident of Westmoreland - needs more information on the plan. She believes transportation and services (fire, police) are a problem and asked about zoning requirements.
12. Representative Dana Edwards – Stated that he believes we need to have this jail. He has some concerns and feels that there are questions yet to be answered.

**MINUTES**  
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**Public Hearing**  
**Monday, March 19, 2001, 7:00 PM**  
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13. Karen Leduc – Resident of Westmoreland – urged the committee not to vote for the jail bond. She feels that a jail now is an unfair burden on the taxpayers given the educational crisis.
14. Walter Derjue – Resident of Westmoreland – related a story of when he gave an inmate a ride home.
15. Representative Judson Dexter asked what a study would cost. Commissioner Martin stated that it would cost between \$100,000 to \$500,000.
16. Representative Peter Espieffs asked what is the projected life of the jail would be and Commissioner Martin stated that it would be 5-10 years.

Chairman Avery asked if there were any new or additional public comments. Hearing none, he closed the Public Hearing at 8:20 PM.

  
Barbara Hull Richardson, Clerk



**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Monday, March 19, 2001, 7:00 PM**  
**Jury Assembly Room, 12 Court St.**  
**Keene, NH 03431**

**PRESENT:** Representatives Allen, Avery, Edwards, Emerson, Espieffs, Fairbanks, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Royce, Weed, Zerba; Commissioners Martin and Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Carl Jacobs, Farm Manager Putnam, Sheriff Foote, HOC Superintendent Van Wickler, Sgt. Hank Colby, Inmate Program Coordinator, Capt. Scott Hagar, Lt. Steve Stewart, Sgt. Jon Guyette, HOC Ex. Assistant Vitale, Computer Coordinator Putnam, County Attorney Heed, Terry Warren, Secretary to the Commissioners.

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1. George Nitschelm – Resident of Westmoreland - stated that he felt the committee consider another location, more isolated and he is concerned about the impact on the Heritage River designation and

**MINUTES**  
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the effect on land values by moving the jail closer to his house. He also stated that the committee should get more public comment. Commissioner Martin addressed the questions and stated that other land has been looked into and that we do not own any land usable for the jail, other than Westmoreland, and additional costs would be incurred if we had to purchase land. Representative Mitchell gave Mr. Nitschelm an overview of the process that has occurred since the jail expansion was first brought up. He explained that the new recommended site is actually further away from the more residential area of Westmoreland. Mr. Nitschelm questioned whether town zoning is considered when determining a site. Chairman Avery stated that the county is exempt from zoning ordinances.

2. Fran Laurent – Resident of Westmoreland - questioned how we can ask for the money before we have plans or know where we will build the jail and was also concerned about what would happen with the old jail if a new facility is built.
3. Charlotte Stone – Resident of Westmoreland - stated that another location would obviously be better, away from roads, rivers and railroads. She had a relative in the 60's who got her chin shot off by an inmate.
4. Liz Sayre – Women's Crisis Services – addressed the lack of space at the jail for inmate programs for the inmates, which will help them function more effectively when they are released.
5. Tim Thompson - Resident of Westmoreland – asked if we sell space because he believed that crime was declining and therefore do not need additional space. He also asked if we are looking into dealing with the issues in another way that is more effective. Commissioner Martin stated that the population of the county is increasing and that the jail population is not declining. Chairman Avery spoke to the fact that the county is looking into alternative sentencing. Commissioner Martin stated that the commissioners are pursuing alternative sanctions and are working with the county attorney, court system and the judges, in addition to providers of services.
6. John Harris thinks we should move forward slowly and prudently, answering the questions about size and purpose and asked how will the old facility be used. He suggested that \$50,000 be used to look at a site and \$50,000 for drawings rather than the whole amount being approved. Commissioner Martin stated that the Jail Study Committee had approved the go ahead and the Commissioners would not continue to go forward without bringing drawings and additional information before the delegation and public.
7. Jack Laurent spoke to the fact that he had no problem with the jail but felt that it would make it easier to look at blueprints.
8. Representative Peter Allen spoke to the good management he has witnessed at the jail.
9. Russ Austin Resident of Westmoreland – he stated that he believes something should be done, but has some site concerns.
10. Rebecca Carroll of Walpole spoke to the need for inmate programs, particularly those that provide alternative education programs for inmates who are not in the school system
11. Gwen Mitchell – Resident of Westmoreland - needs more information on the plan. She believes transportation and services (fire, police) are a problem and asked about zoning requirements.
12. Representative Dana Edwards – Stated that he believes we need to have this jail. He has some concerns and feels that there are questions yet to be answered.

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13. Karen Leduc – Resident of Westmoreland – urged the committee not to vote for the jail bond. She feels that a jail now is an unfair burden on the taxpayers given the educational crisis.
14. Walter Derjue – Resident of Westmoreland – related a story of when he gave an inmate a ride home.
15. Representative Judson Dexter asked what a study would cost. Commissioner Martin stated that it would cost between \$100,000 to \$500,000.
16. Representative Peter Espieffs asked what is the projected life of the jail would be and Commissioner Martin stated that it would be 5-10 years.

Chairman Avery asked if there were any new or additional public comments. Hearing none, he closed the Public Hearing at 8:20 PM.

  
Barbara Hull Richardson, Clerk

**MINUTES**  
**Cheshire County Delegation Meeting**  
**Monday, March 19, 2001, 8:35 PM**  
**Jury Assembly Room, 12 Court St.**  
**Keene, NH 03431**

**PRESENT:** Representatives Allen, Avery, Edwards, Emerson, Espieffs, Fairbanks, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Royce, Weed, Zerba; Commissioners Martin and Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Carl Jacobs, Farm Manager Putnam, Sheriff Foote, HOC Superintendent Van Wickler, Sgt. Hank Colby, Inmate Program Coordinator, Capt. Scott Hagar, Lt. Steve Stewart, Sgt. Jon Guyette, HOC Ex. Assistant Vitale, Computer Coordinator Putnam, County Attorney Heed, Terry Warren, Secretary to the Commissioners.

**ABSENT:** Representatives Batchelder, Burnham, DePecol, Hunt, Irene Pratt, Roberts, Russell, Smith

Chairman Avery called the meeting to order at 8:35 PM.

**Representative Mitchell made a motion to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process**, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto. Representative Espieffs seconded.

**Representative Royce moved to *amend* the above motion to state that the County Delegation vote to raise and appropriate a sum not to exceed *Five Hundred Thousand (\$500,000.00) to finance the design of a county correctional facility, on a site to be determined as part of the design process***, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto, seconded by Representative Edwards.

**A roll call vote was taken on the amendment to the motion and passed 14 in favor and 2 against. The votes against the amendment were cast by Reps. Allen and Weed. The motion passed. A roll call vote was taken on the motion, as amended. The amended motion passed unanimously on a roll call vote 16-0.**

The meeting was turned over to Executive Committee Chairman Pratt. He stated that the budget represents an increase in the existing budget of \$360,000 from the 2000 budget, a total of 1.7 %. This increase is made up of an increase in the Human Services budget, an addition of the Alternative Sanctioning budget of \$116,875.

Administrator Beeler addressed the decreased expense and revenue and gave an overview of SB409.



**MINUTES**  
**Cheshire County Delegation Meeting**  
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Susan Ashworth from HCS requested that the delegation restore in 2001 the amount cut from the 2001 budget.

Representative Weed asked what affect the school funding is having on the county. Commissioner Martin stated that we are paying 5% interest on our TANS, which is about 1% more than we usually pay. This has added \$27,000 for the interest, but we are receiving \$21,000 in interest for the first month because we are not yet using the funds. This results in an impact of \$6,000 on the budget.

Representative McGuirk raised again his long standing criticism of the farm and asked that this operation be looked at for its cost-effectiveness.

**Representative Pratt moved that we increase the salary line for Register of Deeds to correct a printing error, from \$37,400 to \$38,170, seconded by Representative Royce, voted unanimously.**

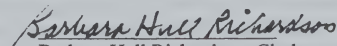
**Representative Espiefs moved to approve the Executive Committee budget in the amount of \$21,830,146.00, seconded by Representative Fairbanks, voted unanimously.**

**Representative Fairbanks moved to approve the revenue account #3111.00.00 taxes to be raised, in the amount of \$9,736,725.00, Representative Emerson seconded, voted unanimously.**

Representative Royce gave an overview of the funding with the Jaffrey courthouse. The state will fill in the gap until the Galway situation is resolved.

Representative Pratt thanked the members of the Executive Committee for their work for the last three months.

There being no further business, the meeting ended at 9:24 PM.

  
Barbara Hull Richardson, Clerk

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Wednesday, June 27, 2001 11:30 AM**  
**House Chambers, State House**  
**Concord, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Hunt, Liebl, McGuirk, Meader, Mitchell, John Pratt, Richardson, Roberts, Royce, Smith, Weed, Zerba; County Administrator Wozmak; County Finance Director Trombly

**ABSENT:** Representatives DePecol, Irene Pratt

Chairman Avery called the meeting to order at 11:30 AM.


1. Representative Pratt moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$500,000 to be used for a county-wide housing rehabilitation program which will make improvements to housing owned and/or occupied by low to moderate-income households; that the County will accept the grants if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Smith, voted unanimously.
2. Representative Meader moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for VOCA (Victims of Crime Act) Grant funds in an amount not to exceed \$52,000 to be used to fund the District Court Victim/Witness Advocate position; that the County will accept the grant if approved and enter into a contract with the State of New Hampshire; and further, that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Zerba, voted unanimously.
3. Representative Royce moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to execute an amendment to the Jaffrey-Peterborough District Lease Purchase Agreement with the State of New Hampshire to allow the State, under the existing Lease-Purchase Agreement, to make an additional payment to the County of \$100,000 to be used as a contingency fund to pay for unanticipated increases in the original contract price. Seconded by Representative McGuirk, voted unanimously.
4. Representative Mitchell moved that the Cheshire County Delegation amend the 2001 budget by the addition of \$422,481.00 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or "PSP" or "Proshare" as follows:
  1. \$199,515 to Account 4441.56.00, Intermediate Nursing Care
  2. \$26,835 to Account 4441.56.01, Related Health Costs
  3. \$196,131 to Account 4441.58.00, Board and Care for Children

Seconded by Representative Zerba, voted unanimously.

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
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**Concord, NH**

5. Representative Fairbanks moved that the County Delegation amend the County 2001 Budget by adding to the Capital Expense budget \$5,000.00 for the purchase of a sanitizer (for Maplewood Nursing Home) provided that the purchase is budget neutral. Motion seconded by Representative Mitchell, voted unanimously.
6. Representative Hunt moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$100,000 to be used for the renovation of two historic buildings and associated site work at Harper Acres, the Keene Housing Authority elderly housing complex in Keene, New Hampshire, that the County will accept the grant if approved, and enter into a contract with the State of New Hampshire, and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Weed, voted unanimously.
7. Representative McGuirk reiterated his concern that the farm capital expenses and operating budget resulted in a \$40,000 loss and that he will be approaching the delegation at budget time to put money in the budget to perform a cost benefit study on the farm.

Chairman Avery asked if there were any other business to come before the committee. Hearing none, he closed the meeting at 12:30 PM.

  
Barbara Hull Richardson, Clerk

Signed by J. Wozmak for B. H. Richardson on July 9, 2001

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Tuesday, October 16, 2001 7:00 PM**  
**Keene Public Library, Keene, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Liebl, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Roberts, Royce, Smith, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly; Register of Deeds Hubal; Terry Warren Executive Assistant to the Commissioners

**ABSENT:** Representatives DePecol, Hunt, Manning, Richardson, and Weed

Chairman Avery called the meeting to order at 7:00 PM

Representative Royce moved to authorize the Cheshire County Commissioners to enter into a real estate purchase agreement with the Cheshire Housing Trust and to purchase the Latchis Theater Building and property located on Lamson Street in Keene, New Hampshire, for an amount not to exceed \$30,000, and to expend an amount of money, not to exceed \$20,000, to make certain repairs to the Latchis Theater Building, motion seconded by Representative Espieffs.

Commissioner Lynott spoke to the motion of purchasing the theater purchase. The cost of purchase is \$30,000 and \$20,000 will be needed to shore up the building for the winter, according to the engineer's report. If the building is not purchased, Cheshire Housing Trust will have to tear the building down.

Representative Avery asked what plans the county has for the building. Commissioner Lynott stated that the building could be used for downtown offices and to satisfy the increasing space needs of the deeds department. We are paying to have our deeds books preserved, and there is no space to store them, other than on the floor. Additionally, we have a clinical case manager for the Alternative Sentencing Program, who cannot confidentially meet with clients because he does not have his own office.

Representative Royce asked how does this fit into the long range plan, are we thinking about Westmoreland and the County Jail and future space needs being met by putting county offices in Westmoreland? Commissioner Lynott stated that the County needs to maintain a downtown office.

Representative John Pratt asked what is the value of the property. Commissioner Lynott stated that it's value, as noted by the City of Keene, is \$130,000.

Representative Smith asked what is the square footage of the property. Administrator Wozmak stated that it is approximately 6000 square feet. There is steel framework in place to add concrete flooring.

Representative Dexter asked what are the plans for parking, as it is already a problem. Commissioner Martin stated that there was some discussion about creating parking on the first floor. There is also some space for potential parking.

Representative Liebl asked if there was a potential to move probation to the building. Commissioner Martin stated that the probation department is a state agency, not county.

Representative Roberts asked if there was any thought to expanding 33 West Street and putting a garage under an expansion. Commissioner Lynott stated that it was discussed.

Commissioner Lynott stated that we couldn't lose with the building because there is always the potential of selling it.

Representative Dexter asked where is the entrance to the building. Administrator Wozmak stated that the entrance to the building is on Lamson Street.

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**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Tuesday, October 16, 2001 7:00 PM**  
**Keene Public Library, Keene, NH**

Representative Smith asked if there is a possibility to extend the 33 West building, why aren't we doing that. Commissioner Martin stated that we have to make a decision now about the Latchis building, because Cheshire Housing Trust does not have the money to shore it up and some decision about the building must be made now.

Representative Zerba asked if we are going to buy something and then spend the money to research its use. Representative Pratt stated that in the end, we could still sell the structure at a profit.

Commissioner Martin spoke to the committee about the county's long-term plan and the option of purchasing the building for county space needs.

Representative Avery stated that there is no other downtown building available.

Commissioner Martin stated that we would lose the option of use of the building if we don't proceed now.

Richard Daschbach spoke to why Cheshire Housing Trust put the property on the market. They originally intended to use the building for long term housing in the rear of the building. But they could not build units for low-income tenants, because of the high cost of renovating. The \$30,000 they will receive for the building will be used to replace the windows on the front of the building.

Representative Fairbanks asked if there were any estimates for the renovations. Commissioner Martin stated that if we had to take the time to obtain estimates, we would lose out on purchasing the building. The estimates will come later.

Representative Mitchell read the motion again, and roll call vote taken. **The result of the roll call was eighteen votes approving the purchase, no votes against, passed unanimously.**

Representative Meader moved to amend the 2001 Cheshire County Budget by adding \$50,000 for a new total of \$22,302,627.00, in order to purchase the building and property and to undertake certain repairs to the Latchis Theater building located on Lamson Street, Keene, NH by amending the following account lines:

Expense line 4130.29.00 (Comm. outside Svcs) increase by \$50,000 to \$57,047.00  
Revenue line 3911.00.00 (Transfer Fm Fund Balance) Increase by \$50,000 to \$750,000.00.


Representative Emerson seconded.

Representative McGuirk asked that the first paragraph be reread. He then asked why repairs are not in the motion. Commissioner Martin stated that the money for repairs would be in the 2002 Budget.

A roll call vote was taken. **The result of the roll call was eighteen votes approving the amendment to the budget, no votes against, voted unanimously.**

Representative Pratt introduced Pam Slack from District 2, who will be sworn in next week.

There being no further business, the meeting was adjourned at 7:30 PM.

  
Terry Warren, Clerk Pro Tem

**MINUTES**  
**Cheshire County Delegation**  
**Public Hearing**  
**Monday, December 10, 2001 7:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Representatives Allen, Avery, Batchelder, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Liebl, Manning, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Slack, Smith, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Jim Beeler NH Administrator; Ellen DeYoung Treasurer; David Putnam Farm Manager; Barry King, Facilities Manager; Rick Van Wickler Superintendent of HOC; Peter Heed County Attorney; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

**ABSENT:** Representatives Burnham, DePecol, and Hunt

Chairman Avery called the meeting to order at 7:00 PM. A moment of silence was held in memory of Bill Rose, a former representative, who passed away on Saturday.

The Commissioners introduced themselves. Commissioner Martin had some information about the budget and the analysis sheet that was handed out to the members. Commissioner's proposed budget is at \$23,193,290. This is an increase of \$1,363,144 over last years budget, or 6.24% increase over the 2001 adopted budget. Taxes to be raised are \$10,639,077, an increase of \$902,352 or 9.27% over the 2001 adopted budget. The final figures are approximately \$2.3 million less than what was originally requested of the Commissioners. After deducting personnel related increases, and increases in the budget matched by revenues, proposed budget decreased by 1.15% over last years adopted budget.

There are three major areas of increase, the first concerns personnel increases, which is about \$200,000 of the increase. These include two correctional officers, a proposed shift differential, and the addition of a human resources person and assistant. Second is a health insurance increase of about \$200,000, with the county absorbing about \$165,000 of the increase, employees absorbing the balance. Third are the merit and COLA increases which total about \$350,000. In addition, the Latchis Theater development request is for \$40,000; and \$32,000 is budgeted for the Deeds budget for imaging. There is about \$83,000 less in interest income, which reflects the current interest rates. The proposed budget is essentially budget neutral for the farm. Commissioner Martin asked if there were any questions on the proposed budget.

Rep. Smith asked about the HR positions. Commissioner Martin stated that we presently have a payroll coordinator now and the positions requested are for a HR Director and an assistant.

Rep. Dexter asked why the proposed budget salary is higher than the department requested. Commissioner Davis stated that the COLA was not included.

Sy Creamer, a nurse from MNH TLC unit stated that she heard there were cuts in staffing, and were any new positions added for MNH. She stated that she requests that staff be added because paperwork and other work is not being completed and it is a safety issue. Commissioner Martin stated that the Commissioners did not cut any FTE's and that there will be opportunities to determine whether there will be additions or not, and there are no cuts as far as he knows.

Rep. J. Pratt questioned a \$63,000 cut in the sheriff's budget. Commissioner Martin stated that it reflects that there are no car payments for the fleet because the Sheriff doesn't need any new cars this year. Rep. Pratt asked if there is a schedule for automobile replacement and Sheriff Foote stated that there is a schedule, but this is an off year. Rep. Avery asked if we are putting money away for cars. Commissioner Martin stated that there is money in capital reserves, but not specifically for the sheriff's department.

Mr. Richard Daschbach questioned the Worker's Comp premium variances. Rep. Liebl stated that costs are determined by classification codes, and this accounts for the variable costs.

Rep. J. Pratt asked about the medical costs increase and how our self-insurance is working. Commissioner Martin stated that the Commissioners feel that if we were not self-insured, the increases would have been much greater. Rep. J. Pratt asked if there was a change in the benefit package, Commissioner Martin stated there was not a change in benefits.

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**MINUTES**  
**Cheshire County Delegation**  
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Rep. McGuirk stated that he had been at the September 5 meeting at MNH, at which he requested the Commissioners to appropriate a sum of money for a private consultant for a benefit analysis of the farm. Commissioner Davis stated that UNH Cooperative Extension was contacted but they have declined to do this, but other organizations have been contacted and we are waiting a quote and it will be added to the budget when received. Rep. McGuirk requested to be put on schedule for the budget review for the farm.

Rep. Royce asked about the sale of wood and that the ten-month actual indicates no wood was sold, but the proposed budget shows the same figure. Commissioner Martin stated that wood sales start now, which would be reflected at the end of this quarter.

Rep. Dexter asked if the COLA and merit are contracted. Administrator Wozmak stated that the amount in the budget is just an estimate as to merit but that the COLA (Cost of Living) adjustment is a contracted or fixed amount.

Rep. Dexter asked about the Latchis costs originally quoted to secure the building and whether the \$40,000 in the budget is for this work. Commissioner Martin stated that the \$40,000 is for a study on how best to use the building.

Rep. Mitchell questioned page 133B indicates 15 security cameras for the courthouse, are these replacements or new cameras, and does this include monitors. Sheriff Foote stated that the cameras are a new addition to increase security at the courthouse, the monitors are included and will be in the sheriff's office with a Bailiff watching during court hours and cameras in the evening. Rep. J. Pratt asked if there is an offsetting revenue. The Sheriff stated that there is not, and Rep. J. Pratt asked if he would investigate if moneys are available with all the present security issues. The Sheriff agreed.

Mr. Daschbach asked about the Treasurer's budget request for travel in the amount of \$100 but was increased by the Commissioners to \$775.00. Commissioner Martin said that the increase would allow the Treasurer to attend the annual conference of NH counties.

Rep. Smith asked about legal expenses. Commissioner Martin stated that legal expenses would be from the capital reserve account and if needed, funds needed would be put before the Executive Committee. There is approximately \$20,000-30,000 in the capital reserve.

Rep. McGuirk asked for the balances of the capital reserve account. Commissioner Martin stated that it would be sent to the delegation.

Rep. Dexter asked about the cost of a replacement tub for the nursing home. Commissioner Martin stated that it is a special bathtub for residents who have difficulty with getting in and out of a standard bathtub. It has a patient lift to get residents in and out of the tub and, thus, is much larger than a normal tub.

Rep. Avery asked for nominations from the floor for the vacancy on the Executive Committee. Rep. Fairbanks nominated George Liebl, seconded by Rep. Royce; Rep. J. Pratt nominated Pam Slack, seconded by Rep. Mitchell. A roll call vote was taken with a resulting vote of 12 votes for Pam Slack and ten votes for George Liebl. Rep. Slack was declared the new member of the Executive Committee.

There being no further business, the meeting was adjourned at 7:45 PM.

  
Barbara Hull Richardson

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, January 8, 2001 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Administrator Wozmak; Finance Director Trombly; Treasurer DeYoung; Wendy Putnam; Superintendent Van Wickler, Ex. Assistant Vitale; Lauren Bressett, Cooperative Extension; Jeff Porter, Russ Calkins, Debbie Henman - Conservation District

**ABSENT:** Representative Emerson

Meeting called to order at 9:00 AM.

Chairman Pratt gave an overview of the budget process to the new members of the Executive Committee.

Commissioner Martin introduced the county employees present and Commissioner Davis gave an overview of the budget. There was some discussion about the self-insurance program. Rep. Avery asked if we have cap protection, and Commissioner Martin stated that we do.

Representative Avery asked about meetings that take place in Concord and whether the representatives are compensated for attendance. Administrator Wozmak reviewed the statutes and found that RSA 24:9 - ee states that members of the delegation "are not entitled to receive any compensation or mileage for attending such meetings when such meetings are held at the state house in Concord on a legislative day."

Chairman Pratt stated that it was his understanding that it was the responsibility of the delegation to redistrict itself and could make recommendations on redistricting. Representative Avery stated that he believed that one person from each party would be assigned to this committee. Chairman Pratt asked whether there should be a line item in the budget to cover hiring a cartographer in order to present the lines to the state that we have determined to be fair and responsible. Chairman Pratt requested Commissioner Davis to determine possible costs for this cartography. Commissioner Martin stated that he thought that this expense was a state cost and not a county budget item. Representative Mitchell moved that someone from the Executive Committee research this issue and return to the Executive Committee with the information needed, Representative Avery seconded, voted unanimously.

**Delegation 4110.00.00**

Representative Avery moved that the Delegation budget be tentatively accepted, seconded by Representative Richardson, voted unanimously.

**Commissioners 4130.00.00**



**MINUTES**  
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Representative Pratt questioned the postage line item going down, in light of the postage increase. Administrator Wozmak stated that the line item is being refined each year, as we maintain records of the costs. Representative Avery brought to attention the health insurance increase. Finance Director Trombly stated that the increase is a result of shifts in personnel and health insurance choices.

**Representative Avery moved that the Commissioners budget be tentatively accepted, seconded by Representative Royce, voted unanimously.**

**General County 4199.00.00**

Commissioner Martin gave a general description of the Safety Officer's duties, in response to Representative Fairbanks request.

There was discussion on the telecommunications line, which is the teleconferencing with the court system and the county jail.

**Representative Avery moved that the General County budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

**Finance 4150.00.000**

Finance Director Trombly gave an overview of the finance budget changes.

**Representative Avery moved that the Finance budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

**Treasurer 4150.00.00**

Chairman Pratt welcomed Treasurer DeYoung. There was discussion about the treasurer's budget.

**Representative Avery moved that the Finance budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

**Personnel 4155.00.00**

The budget was reviewed. **Representative Avery moved that the Personnel budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

**Computer Operations 4152.00.00**

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, January 8, 2001 9:00 AM**  
**33 West Street, Keene, NH**

The computer budget was reviewed. The Executive Committee requested back up information on the computer operations position. This information is contained in the September 22 and November 8 Commissioner minutes.

**Representative Avery moved that the Computer Operations budget be tentatively accepted, seconded by Representative Mitchell, motion approved with one nay vote.**

**Department of Corrections 4230.00.00**

Superintendent Van Wickler gave an overview of the Department of Corrections budget. Representative Irene Pratt asked what would happen in the event an inmate has a serious medical incident in the middle of the night. The Superintendent stated that Westmoreland Rescue are called and they stabilize until Keene Rescue arrives, and Keene Rescue brings them to the medical center.

There was discussion about the telephone system, the revenue from the telephone system, and inmate use of telephones.

Representative Richardson asked how many people are involved in the GED program, and Superintendent Van Wickler stated that only two to four GEDs were issued in 2000. Superintendent Van Wickler reviewed some of the inmate programs. **Representative Mitchell made a motion to put back the \$2000 to line item 4230.19.36 Outside Services, seconded by Representative Zerba.** There was discussion on the motion. Chairman Pratt called for the question to be moved. The vote was by show of hands. There were three votes to add back the \$2000, and six votes opposed. The motion was defeated by a vote of 6 to 3.

**Representative Avery moved that the Department of Corrections budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Representative Avery stated that since there are several new representatives, he would try to arrange a time when new members can tour the jail.

**Cooperative Extension 4611.00.00**

Commissioner Martin gave an overview of the county's contractual support with UNH Cooperative Extension. Commissioner Martin also advised the committee that Commissioner Lynott is the commissioner representative to the UNH board.

Lauren Bressett gave an overview of the Cooperative Extension staffing and the budget to the committee.

**MINUTES**  
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**Monday, January 8, 2001 9:00 AM**  
**33 West Street, Keene, NH**

**Representative Royce moved that the UNH Cooperative Extension budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

**Conservation District 4619.03.00**

Jeff Porter gave an overview of the Conservation District. He stated that their request was for \$27,000 for support district manager salary.

**Representative Royce moved that the amount be changed from \$29,000 to \$27,000 for the staff and the Conservation District budget be tentatively accepted, seconded by Representative Mitchell. There were eight votes for the motion, one opposed, motion passed.**

The meeting was suspended and will reconvene at Maplewood Nursing Home on January 22 at 9:00 AM.

  
Barbara Hull Richardson, Clerk

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, January 22, 2001 9:00 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Rep. Espieffs, Delegation; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Jim Beeler, MNH Administrator; Virginia Royce, DNS; Dave Putnam, Farm Manager; Barry King, Facilities Manager; Steve Pinard, Supervisor.

**EXCUSED:** Representative Avery

Chairman Pratt called the meeting to order at 9:00 AM.

**Maplewood Nursing Home**

Administrator Beeler briefly explained changes in the budget in order to remain level funded. He also distributed a handout of personnel changes made.

The MNH administration budget was reviewed and discussed.

**Insurance 4411.93.00** - Administrator Beeler advised the committee that the insurance company informed him of an insurance increase of \$5855. **Representative Zerba moved that \$5855 be added to the \$17,821 insurance line totaling \$23,676, motion seconded by Representative Fairbanks, voted unanimously.**

**Representative Royce moved that the MNH administration budget be tentatively accepted as amended, seconded by Representative Richardson, voted unanimously.**

**Quality Improvement 4412.00.00** Budget was reviewed and Administrator Beeler noted that the major change is the increase in the cost of vaccinations. **Representative Royce moved that the MNH Quality Improvement budget be tentatively accepted , seconded by Representative Russell, voted unanimously.**

**Nurse Practitioner 4413.00.00** Budget was reviewed. **Representative Royce moved that the MNH Nurse Practitioner budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

**Dietary 4415.00.00** There was discussion on the budget. **Representative Royce moved that the MNH Dietary budget be tentatively accepted as amended , seconded by Representative Mitchell, voted unanimously.**



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**Nursing 4416** Representative Zerba asked how reductions were accomplished in the nursing budget. Administrator Beeler stated that they reduce the number of people filling a shift. There was further discussion about the nursing department budget.

**Representative Mitchell made a motion to table the nursing budget review at this time and readress it at the next meeting to enable members to review other counties nursing budgets, motion seconded by Representative Meader.** After discussion, a hand vote was taken and the motion was defeated 7 – 3.

Administrator Beeler requested that line item 4416.36.03, CNA Class Supplies, be restored by \$2730. **Representative Russell moved to restore 4416.36.03 by \$2730, seconded by Representative Richardson, voted unanimously.**

**Representative Royce moved that the MNH Nursing budget be tentatively accepted as amended , seconded by Representative Russell, voted unanimously.**

**T.L.C. Unit** There was discussion regarding the FTE's and per diem in the budget and where the funds are actually expended. **Representative Royce moved that the MNH TLC Unit budget be tentatively accepted , seconded by Representative Fairbanks, voted unanimously.**

**Laundry and Linen – 4418** Administrator Beeler explained that the supervisor for Laundry and Linen and Housekeeping is one individual, therefore the salary is split between the two departments. **Representative Royce moved that the MNH Laundry and Linen budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

**Housekeeping – 4419** Budget was reviewed and there were no questions on this budget. **Representative Royce moved that the MNH administration budget be tentatively accepted as amended , seconded by Representative Richardson, voted unanimously.**

**Activities – 4424** The budget was reviewed. **Representative Royce moved that the MNH Activities budget be tentatively accepted , seconded by Representative Meader, voted unanimously.**

**Social Services – 4423** Budget was reviewed. **Representative Royce moved that the MNH Social Services budget be tentatively accepted , seconded by Representative Russell, voted unanimously.**

**Occupational Therapy – 4424** Administrator Beeler noted that the only significant change is in line item 4424.02.02 Speech Therapist, which went from a contract line item to a part time position. **Representative Royce moved that the MNH Occupational Therapy budget be tentatively accepted, seconded by Representative Richardson, voted unanimously.**

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**Physical Therapy – 4425** Budget was reviewed. Representative Royce moved that the MNH Physical Therapy budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

**Miscellaneous Services for Residents – 4426** Administrator Beeler recommended that \$20,000 be deleted from 4426.29.24 Outside Services. Representative Zerba moved that the \$20,000 be eliminated from this expense line, and from revenue, Representative Royce seconded, voted unanimously.

Representative Royce moved that the MNH Miscellaneous Services for Residents budget be tentatively accepted as amended, seconded by Representative Russell, voted unanimously.

**Assisted Living – 4439** Administrator Beeler advised the committee that the LPN position for weekends has been eliminated and added to the CNA daytime. In addition, a CNA position has been changed to Assisted Living Administrator Assistant. Representative Royce moved that the MNH Assisted Living budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

**LTC Coordinator – 4442** The budget was reviewed. Representative Royce moved that the MNH LTC Coordinator budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

**Facilities MNH– 4194** Facilities Manager King reviewed significant budget changes. Representative Richardson questioned whether the county is recycling and Manager King stated that we do not because costs almost double to recycle. Representative Royce moved that the MNH Facilities budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

**Facilities HOC – 4194** Budget was reviewed. Representative Royce moved that the HOC Facilities budget be tentatively accepted, seconded by Representative Emerson, voted unanimously.

**Facilities WWTP – 4194** Budget was reviewed. Representative Royce moved that the Facilities WWTP budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

**Facilities WTP – 4194** There was discussion on the budget and water availability from the Connecticut River and wells. Representative Royce moved that the Facilities WTP budget be tentatively accepted, seconded by Representative Meader, voted unanimously.

**Facilities Farm – 4194** The budget was reviewed. Representative Royce moved that the Facilities Farm budget be tentatively accepted, seconded by Representative Zerba, voted unanimously.

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**Facilities Courthouse – 4194** Supervisor Pinard gave an overview of the budget. Representative Royce moved that the Facilities Courthouse budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

**Facilities Administration Building – 4194** Representative Royce moved that the Facilities Administration budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.

**Farm – 4301** Farm budget overview was given by Dave Putnam. Representative Royce moved that the Farm budget be tentatively accepted, seconded by Representative Mitchell, a hand vote was taken, nine in favor, one opposed, motion passed.

Fourth quarter budget was distributed to the Executive Committee, to be reviewed next week.

The meeting was suspended at 12:10 PM, and will reconvene at 33 West Street on January 29 at 9:00 AM.

  
Barbara Hull Richardson, Clerk

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, January 29, 2001 9:00 AM**  
**33 West Street, Keene NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Rep. Espieffs, Delegation; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Human Services Director Barber; Register of Deeds Hubal; County Attorney Heed; Paul Szoc, FMA; Fire Chief Black, Peterborough.

Chairman Pratt called the meeting to order at 9:04 AM.

**Human Services**

Commissioner Martin introduced Mimi Barber. She distributed a memo that included revisions to the budget, which will be addressed when that section is reviewed.

**Aid to Permanently Disabled – 4441-55** Director Barber has requested that this amount be decreased from \$370,000 to \$365,000.

**Intermediate Nursing Care – 4441-56** Director Barber has requested that this amount be increased by \$171,000 to \$3,076,000. This line item covers 329 individuals.

**Related Health Costs – 4441.56.01** Director Barber has requested that this amount be increased by \$23,000 to \$1,014,000.

**Board and Care of Children 4441.58** Director Barber has requested that this amount be increased by \$168,000 to \$955,100. This is due to the increased number of children to be cared for.

**Payroll – Staff 4441.03** There was discussion on the increase for the secretarial position from part time to full time.

Representative Royce moved that \$357,000 be added to the four categories, as requested, seconded by Representative Richardson, voted unanimously.

Representative Royce moved that the Human Services budget be tentatively accepted as amended, seconded by Representative Russell, voted unanimously.

**Registry of Deeds – 4193** Register Hubal advised the committee that because a cash register has broken and cannot be repaired, \$2000 needs to be added to the budget on the equipment purchase line. Representative Avery moved to amend the equipment purchase line adding \$2000, Representative Fairbanks seconded, voted unanimously.



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**Representative Avery moved that the Deeds budget be tentatively accepted as amended, seconded by Representative Mitchell, voted unanimously.**

**County Attorney – 4123** Attorney Heed gave an overview of the budget. He requested that \$400 be added to the Equipment Purchase line for a Dictaphone. **Representative Avery moved that the budget be amended to include \$400 for a Dictaphone, seconded by Representative Zerba, voted unanimously.**

**Representative Avery moved that the County Attorney budget be tentatively accepted as amended, seconded by Representative Fairbanks, voted unanimously.**

**Victim Witness 4124** The budget was reviewed. **Representative Avery moved that the Victim Witness budget be tentatively accepted, seconded by Representative Pratt, voted unanimously.**

**Prosecutor Grant 4125** The budget was reviewed. **Representative Royce moved that the Prosecutor Grant budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

**Medical Examiner 4192** The budget was reviewed. **Representative Avery moved that the Medical Examiner budget be tentatively accepted, seconded by Representative Pratt, voted unanimously.**

**Fire Mutual Aid 4219** Paul Szoc gave an overview of the FMA budget. He distributed a breakdown of the training costs. He is requesting an additional \$5000 for Training, item 4219.19. **Representative Avery moved that line 4219.19 be amended by an increase of \$5000 to \$15,000, seconded by Representative Russell, voted unanimously.**

There was discussion on the radio shop line item and that there is an income line that offsets the expense line.

**Representative Avery moved that line 4219.82.01, Radio Repair Shop, be increased by \$75,000 and the revenue line also be increased by \$75,000. Representative Meader seconded, voted unanimously.** Commissioner Martin stated that there would be no impact on the budget.

Paul Szoc requested the addition of a capital improvement project at \$350,000. There was discussion about the absence of details as to how the capital funds would be spent and what effect, if any, there would be on the operating budget. Mr. Szoc stated that he did not have the details as they were still working things out. Rep. Avery asked what part of any additional funds would be covered by towns served that are outside of Cheshire County. Mr. Szoc said that he had not considered that at this time, but was trying to make an initial presentation to the Executive Committee just to have the money included in the budget. Chairman Pratt said a

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better explanation was necessary and that he should indicate exactly what the money would be used for before it could be included for appropriation and to provide those details to the Commissioners. After the Commissioners have reviewed the proposal, it could then be presented to the committee on February 12. **Representative Avery moved that the FMA budget of \$931,938 be tentatively accepted as amended, seconded by Representative Royce, voted unanimously.**

**FOURTH QUARTER BUDGET REVIEW**

Commissioner Martin gave an overall view of the budget. We are presently \$510,000 under in expenditures and \$600,000 under in revenue, leaving a \$150,000 deficit.

**Page 19** Chairman Pratt asked about the repair expenditures. The Farm expense was the silo damage, which has been covered by insurance, except for \$1000 deductible. The Waste Water Treatment Plant expense is probably from damage done in 1999 and expenses carried over to 2000. Equipment repairs is for the microwave repairs.

**Page 40 and 23** Representative Mitchell questioned the overtime lines. Commissioner Martin stated that there is a saving in the FTE line because of vacancies that are covered by overtime.

**Page 6** Line 4123.37 is over budget and that amount should be adjusted to 4123.39. Chairman Pratt questions whether there has been any discussion with the city about capital improvements related to Mutual Aid.

There was a question on 4123.37 and that money was misposted and will be posted to the correct line of 4123.39, and be within budget.

The meeting was suspended at 12:00 PM, and will reconvene at 33 West Street on February 5 at 9:00 AM.

  
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Barbara Hull Richardson, Clerk

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, February 5, 2001 9:00 AM**  
**33 West Street, Keene NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Sheriff Foote; Anita Coll, HCS; Liz Sayre, Womens Crisis Services; Sharon Mangones, Monadnock Substance Abuse; Mindy Cambiar, Community Kitchen; Bob Mallat, Keene Senior Center; Alan Green, MDS.

**ABSENT:** Representative Russell

Chairman Pratt called the meeting to order at 9:00 AM.

Commissioner Martin noted that an outside agency form has been distributed to the committee. He reviewed the form and how it was prepared, and requested feedback from the committee on the form. The Commissioners will look into adding more detail about outcome of the work done by the nonprofits. Commissioner Davis distributed and reviewed an outside agency summary form. There was some discussion on the agency programs and what services are included.

Commissioner Martin stated that the Commissioners were requesting to be excused from the meeting to enable them to meet and discuss alternative sentencing. Chairman Pratt stated that since there were no objections to the Commissioners leaving but asked them to return to the meeting at the time of the Sheriff's budget review.

**Outside Agencies - 4450**

**HCS.** Anita Coll reviewed the outreach program and the homemaker/home health aide program funded by the county. Chairman Pratt requested that a copy of the HCS consolidated budget be supplied to the committee. **Representative Avery moved that the HCS budget be tentatively approved, seconded by Representative Mitchell, voted unanimously.**

**Women's Crisis Services.** Liz Sayre gave an overview of the program and their office locations, the Cheshire County Courthouse and in Jaffrey. **Representative Royce moved that the Women's Crisis Center budget be tentatively approved, seconded by Representative Avery, voted unanimously.**

**Monadnock Substance Abuse.** Sharon Mangon gave an overview of services given by Monadnock Substance Abuse, and distributed an Acting Out program data form to the committee. **Representative Avery moved that the Monadnock Substance Abuse budget be tentatively approved, seconded by Representative Mitchell, voted unanimously.**

**Community Kitchen.** Mindy Cambiar reviewed the budget and updated information given previously because at the time the funding request was made, the complete years numbers were not available. **Representative Avery moved that the budget be increased by \$3000, to a total of \$10,000, seconded by Representative Mitchell, voted unanimously. Representative Avery**

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moved that the amended budget be approved as amended, Representative Mitchell seconded, voted unanimously.

**Keene Senior Center** Bob Mallat gave an overview of the program. Representative Royce requested a breakdown of the number of individuals served from each town. Chris Callahan will provide this list to the committee. **Representative Royce moved that the Senior Center budget be amended by increasing the budget by \$3000, to a total of \$8000, Representative Mitchell seconded, voted unanimously. Representative Royce moved that the amended budget be tentatively accepted, Representative Mitchell seconded, voted unanimously.**

**Monadnock Developmental Services** Alan Green presented an overview of the MDS program to the committee. **Representative Irene Pratt moved that the MDS budget be increased to \$30,000, seconded by Representative Richardson. After discussion, a hand vote was taken and the motion was defeated. Representative Avery moved that the MDS budget be increased to \$20,000, seconded by Representative Emerson. After discussion a hand vote was taken and the motion passed six in favor, 4 opposed, motion was passed. Representative Royce moved that the amended MDS budget be tentatively approved, seconded by Representative Avery, voted unanimously.**

**Sheriff – 4211** The Sheriff presented an overview of his budget requests. He described a criminal justice grant that will provide \$419,000 for transmission equipment for an integrated radio system, with the county paying \$100,000 for installation costs over a two year period. Nine portable radios will be provided to the county. This program will give Cheshire County a digital coverage communication system. Representative Avery stated that he felt that we ensure that we have the best police dispatching available and the change to digital would have to be done sooner or later. The Sheriff was asked if his present facilities are sufficient for this communication increase, and he stated that it is.

The Sheriff also advised the committee regarding the courthouse security assessment that resulted in security recommendations (cameras, county attorney enclosures, sallyport, etc.) A request will be forthcoming from the sheriff's office.

**Representative Avery moved to amend line 4211.97 by \$50,000 from \$66,803 to \$116,803, for half the allocation required for the communications grant, seconded by Representative Fairbanks, voted unanimously.**

**Representative Royce moved that the sheriff's budget be tentatively approved as amended, seconded by Representative Avery, voted unanimously.**

The meeting was suspended at 12:10 PM and will reconvene on Monday, February 12, 2001 at 9:00 AM.

  
Barbara Hull Richardson, Clerk



**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, February 12, 2001 9:00 AM**  
**33 West Street, Keene NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Barry King, Facilities Manager; MNH Administrator Beeler; Computer Coordinator Putnam; John McPeake, PhD, The Dublin Group, Behavioral Health Consultants, Inc.; Jan Manwaring, Phoenix House; Doug Iosue, MFS; Bruce Weschler, Chief Keene District Probation Office; Paul Szoc, FMA, Fire Chief Black, Peterborough

Chairman Pratt called the meeting to order at 9:00 AM.

Commissioner Martin clarified the issues still needing to be reviewed and approved. There was discussion over areas that have increased and the need for the increases in the budget from last year. Representative Pratt, and others spoke at length about the prospect of what is currently a 15% increase in taxes to be raised, even though the overall budget is up only 3.4%. Chairman Pratt pointed out that there were many statutory factors that resulted in the increases in human services, people living longer, better medical care and social problems, etc. and that the county is legally obligated to pay for these services. Commissioner Martin suggested that the "To Be Presented" list, excluding Alternative Sentencing, be reviewed at this time, before making a motion on the budget.

**Conservation District** There is a request for an increase of \$2000 for the District Manager health insurance, increasing their budget to \$29,000. **Representative Avery moved that we tentatively accept the increase of \$2000, seconded by Representative Emerson, voted unanimously.**

**MNH – Legal Line** An increase of \$15,000 is to be added to the MNH Administration legal line to anticipate legal costs. **Representative Royce moved to tentatively accept the increase in legal fees of \$15,000 and that \$15,000 be transferred from Capital Reserves, Representative Zerba seconded, voted unanimously.**

**TLC – P/R LPN** Administrator Beeler requested that the amount of \$6000 be reduced from the nursing line, 4416, rather than 4417. **Representative Royce moved that the \$6000 reduction be taken from the nursing line, 4416, rather than TLC 4417, be tentatively accepted, seconded by Representative Richardson, voted unanimously.**

**Unemployment Compensation Expense** There is an overall reduction in unemployment rates according to the calculations submitted by Director Trombly. **Representative Royce moved that the reduction of \$16,000 in unemployment expense be tentatively accepted, Representative Russell seconded, voted unanimously.**

**Interest Income** Reduction in interest income due to declining interest rates. **Representative Avery moved to tentatively accept the interest income reduction, seconded by Representative Russell, voted unanimously.**

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**Nonpublic Session** – At 10:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), **Representative Irene Pratt moved to go into nonpublic session** to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. **The motion was approved upon a voice vote of Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Royce and Zerba (Representative Russell absent for vote).** As a result of the deliberations in nonpublic session, a decision was reached and a unanimous vote taken to change the grade of the Commissioners secretary from Grade 6 to Grade 8, effective upon passage of the 2001 budget. **The Representatives voted unanimously to return to public session at 10:05 AM.**

**Nonpublic Session** – At 10:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), **Representative Avery moved to go into nonpublic session** to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. **The motion was approved upon a voice vote of Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Royce and Zerba (Representative Russell absent for vote).** As a result of the deliberations in nonpublic session, a decision was reached and a unanimous vote taken to give a one step increase to the Facilities Manager effective upon passage of the 2001 budget, and to provide funds in the amount of \$2500 for facilities staff for supervisory compensation. **The Representatives voted unanimously to return to public session at 10:11 AM.**

**DOC Outside Services** **Representative Royce moved that we tentatively accept the reduction of \$385 from DOC expenses for web site hosting, which is no longer required, seconded by Representative Meader, voted unanimously.**

**Commissioner's Alternative Sentencing Proposal** Commissioner Martin gave an overview on the alternative sentencing program according to the focus paper prepared by Administrator Wozmak. This program would hire Dr. McPeake to develop a pilot project for alternative sentencing. The difference between the Commissioner's proposal and the alternative sentencing program proposed by Jan Manwaring is that the Commissioner's proposal is on a smaller scale. This new proposal will have a case manager who will review and recommend referrals to services that are already available in the community when working with offenders. Chairman Pratt asked if the county attorney and the judges have been included in this new program. Commissioner Martin stated the judges are included in a committee discussing alternative sentencing. Commissioner Martin stated that the Commissioners feel that the judges are an important aspect of the program's success and they believe that the judges' presence on the alternative sentencing committee is an indication of their future cooperation. Dr. McPeake gave an overview of alternative sentencing and the benefits of it. The program proposed would work with a case manager who would coordinate what services are available within the community. This pilot program would initially serve 30-40 offenders.

**Alternative Sentencing** Program proposal, presented by Jan Manwaring, Phoenix House; Doug Iosue, Monadnock Family Services, and Bruce Weschler, Chief Keene District Probation Office.

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Jan Manwaring gave a brief overview of the program and its history in New Hampshire. The proposal includes two Phoenix House case managers, 1.5 in Keene and .5 in Jaffrey, meeting with individuals in the courts. Bruce Weschler stated that probation would assist Phoenix House with assessments of the individuals, insuring their compliance to the programs that they are assigned. MFS would serve offenders of domestic violence (a 24 week program) in addition to psychiatric services. Jan Manwaring stated that she expected this program to cover 120 people for a full year, 50 in program one, 50 in program two, and 20 in Kick Start. Chairman Pratt thanked the individuals who presented their program to the committee.

**FMA** Paul Szoc stated that FMA was not ready to proceed in presenting their request of \$350,000 for capital improvements. He does wish to present a concern he has to the committee. He stated that there is a dispatch concern with the police of Cheshire County and the fact that there is not a dedicated individual for police calls. He would like to work to improve the system. He distributed a proposal for a position at FMA which would be dedicated to police dispatching. He is not able to provide a dedicated individual to this duty. His proposal would include 2.4 FTE's of personnel added to their staff, who would be available for high activity periods. He has requested approval for FMA to the use of a SPOTS terminal from the state police. He has had some problems with the police department and has been trying to resolve. Paul was thanked for his presentation. **Representative Avery moved that no additional action be taken on FMA request for \$81,000, seconded by Representative Mitchell, voted unanimously.** Chairman Pratt stated that the FMA proposal needs significant assistance in order to clarify their request.

**Representative Avery moved that we table the alternative sentencing program presented by the Commissioners to prepare a more comprehensive plan for their trial program, Representative Emerson seconded, voted unanimously.**

**COLA** There was some discussion about previous years' COLA rates. **Representative Irene Pratt moved that the 2.5% COLA be tentatively accepted as presented, seconded by Representative Richardson, voted unanimously.**

**Computer Operations** Wendy Putnam reviewed the request for \$1200 for two printers, which had inadvertently been omitted from the budget. **Representative Avery moved that the increase if \$1200, which will be offset by capital reserves be tentatively approved, Representative Emerson seconded, voted unanimously.**

**Power Line Break** To repair the break in the power line will cost \$41,000. This line will be an overhead line. **Representative Royce moved that \$41,000 be added to the budget for repairs, Representative Zerba seconded, voted unanimously.**

**Farm Baler** Commissioner Davis explained the request for a reallocation of the baler funds towards the mixer wagon. **Representative Mitchell moved that the reallocation of funds for the wagon be tentatively approved, seconded by Representative Avery, voted unanimously.**

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The Commissioners' proposed capital requests were reviewed.

Representative Avery moved that the previous motion regarding the baler/wagon be ~~reopened~~, seconded by Representative Mitchell, voted unanimously. The Commissioners clarified their request. The \$3800 for the baler and the \$11,000 for a wagon be allocated for a mixer wagon. Representative Avery moved that \$14,800 be allocated for a mixer wagon, Representative Royce seconded.

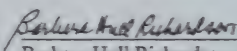
Representative Avery moved to accept the capital budget requests of \$301,990.00, with changes, be tentatively approved, Representative Fairbanks seconded, voted unanimously.

Representative Royce moved that the Executive Committee meet again on March 5 at 9:00 AM to complete budget review, seconded by Representative Richardson, voted unanimously.

The committee will review any cuts suggested by the Commissioners that might ease the impact of such a significant increase in taxes to be raised. Also at the next meeting, a Commissioner will submit a presentation on the alternative sentencing in response to the request for additional explanation of how the Commissioners' Pilot Project would operate. Finally, Chairman Pratt asked Mr. Wozmak to find out the increases in taxes to be raised that are being considered in the other counties. These matters will be considered at the March 5<sup>th</sup> meeting.

The delegation meeting is scheduled for Monday, March 19 at 7:00 PM in the Jury Assembly Room at the courthouse. The purpose will be to adopt the Executive Committee's Proposed Budget for 2001 and to discuss any other business that comes before the delegation.

The meeting was suspended at 1:50 PM and will reconvene on Monday, March 5, 2001 at 9:00 AM.

  
Barbara Hull Richardson, Clerk



**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, March 12, 2001 12:00 Noon**  
**33 West Street, Keene NH**

**PRESENT:** Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Meader, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Treasurer DeYoung; Superintendent Van Wickler; Computer Coordinator Putnam; Farm Manager Putnam; Paul Szoc, FMA

**EXCUSED:** Representatives Emerson, Fairbanks, Mitchell, Russell and Irene Pratt

Chairman Pratt called the meeting to order at 12:25 PM.

Treasurer DeYoung requested that the interest on the tax anticipation note be increased from \$180,000 to \$207,000 due to the increased rate (5 percent) in obtaining the TAN. **Representative Royce moved that we increase the line item 4723.91 by \$27,000 from \$180,000 to \$207,000, Representative Avery seconded, voted unanimously.**

**Alternative Sentencing**

During a discussion with the courts after the tour this morning, the delegation was assured by Judge Mangones of Superior Court that they intend to work very closely with this program if it goes forward. Chairman Pratt suggested that there be two members of the committee who would keep up with the progress of the program and keep the committee updated. Commissioner Martin suggested that since the Executive Committee meets on a quarterly basis to review the budget, that it would be a time for the committee to request updates.

**Representative Meader moved that \$116,675 be added to line item 4619.03.00 Alternative Sanctioning, Representative Zerba seconded. The motion was passed with a hand vote of five in favor and one opposed.**

**Jail Study Report**

Representative Batchelder gave an overview of how the Jail Study Committee came to their recommendation to go ahead with a new building at a cost of \$8.25 million. Administrator Wozmak stated that the committee had discussed alternate uses for the present jail building, which is included in the jail study minutes. This included archival record site for towns or leasing the site to the state for female inmates. **Representative Avery made a motion to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto. Representative Zerba seconded, voted unanimously.**

**Fire Mutual Aid**

Paul Szoc reviewed the FMA proposal for the committee. Representatives Avery and Pratt stated that since the committee just approved an increase in the budget for the Sheriff's Department and they feel that they cannot support both requests if they are not coordinated, and they do not feel that there has been good coordination thus far. Representative Avery recommended that the FMA subcommittee sit down together with the chiefs and the

**MINUTES**  
**Cheshire County Executive Committee Meeting**  
**2001 Commissioners' Proposed Budget Review**  
**Monday, March 12, 2001 12:00 Noon**  
**33 West Street, Keene NH**

police and work out the program. Representative Avery moved that the FMA proposal be tabled, Representative Zerba seconded, voted unanimously.

**Budget**

Commissioner Martin reviewed the summary of changes for the committee, explaining the proshare funds. The auditor suggests that we not add the \$350,000 to the revenue, but roll back human services to the original figures. Representative Avery moved that based on the suggested changes, we roll back the Human Services line by \$357,000 and not use the proshare funds of \$350,000, seconded by Representative Richardson, voted unanimously.

Representative Avery moved that total Expenses be reduced by \$342,325, Representative Royce seconded. During discussion Representatives Pratt and Richardson opposed the motion as the Executive Committee increased the outside agency funds, that they would continue to support this increase. Commissioner Martin suggested that the commissioners support level funding because they felt it would not affect the services the agencies provide. Motion called to question and failed with a hand vote of three for and three against. Representative Avery moved that the amounts for the outside agencies, recommended by the Executive Committee be reduced by 50%, Representative Zerba seconded, hand vote was five for and one against.

Representative Zerba moved to increase interest income line 3502.00.00 by \$21,000, seconded by Representative Avery, voted unanimously.

Representative Royce moved to accept the approve the revenue account 3111.00.00 taxes to be raised in the amount of \$9,735,955.00, seconded by Representative Zerba seconded, voted unanimously. The budget rate increase is 9.97%.

Representative Avery moved to approve the 2001 county budget in the amount of \$21,829,376, seconded by Representative Zerba, a roll call was taken and the motion was voted unanimously.

Chairman Pratt thanked the Commissioners and staff members for their work during the budget process.

Representative Royce commended the chair for well run meetings and for the committee's work.

There was discussion on the Jaffrey Court bond issue, which is pending. Issue will be clarified and then discussed at delegation meeting on March 19, 2001. Meeting adjourned at 1:58 PM.

  
Barbara Hull Richardson, Clerk









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Keene, NH 03431

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